

Charleston Area Contingency Plan

July 2001 REVISION



Prepared by the
Charleston Area Committee

Approval Letter

Letter of Transmittal

Record of Changes

For a list of changes or to suggest a correction or update go to our Internet web site at:

<http://www.uscg.mil/d7/units/mso-chasn/acpupdate.html>

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1000 Introduction

In response to the EXXON VALDEZ oil spill in Alaska, the United States government quickly enacted legislation to specifically address many of the deficiencies identified in the response system at that time. These included a lack of a unified effort between local, state and federal stakeholders, no commonly defined response structure either federal, state or local, inadequate information management to the press, public and other affected parties, and minimal information exchange between all parties. The development of the Area Contingency Plan (ACP) throughout the area committee is essential in addressing and rectifying these issues.

1100 Introduction/Authority

The ACP is a plan prepared by the Area Committee (AC) that was developed to be implemented in conjunction with the National Contingency Plan (NCP) and the Regional Contingency Plan (RCP), to address removal of oil and hazardous substances. The ACP shall be adequate to remove a worst case discharge of oil or a hazardous substance. In addition, it shall also mitigate or prevent a substantial threat of such a discharge, from a vessel, offshore facility, or onshore facility operating in or near the geographic area.

This plan covers those areas within the jurisdiction of the U.S. Coast Guard Marine Safety Office Charleston. The area contingency planning process is based on the premise that proper planning is essential to conduct a safe and effective response. The purpose of the plan is to define roles, responsibilities, resources and procedures necessary to respond to a myriad of spill response evolutions. It is important to note that the ACP is designed for use in responding to an incident. Information found in the plan relating to such items as "response resources" should not be viewed as performance standards. The ACP planning criteria is based on a set of assumptions that may not exist during an actual incident

Charleston Area Contingency Plan

The ACP is formatted within an Incident Command Structure (ICS) framework. Section 1000 is an overview that provides the authority and theoretical framework for the current response system in the United States. Section 2000 (Command) discusses the Unified Command concept while the staff responsibilities of the Unified Command members including the Information, Safety and Liaison positions. Section 3000 (Operations) describes the structure and role of the Operations Sections including geographic response plans, which divides the entire COTP zone into manageable areas. This section includes links to the maps that provide all of the information necessary to identify sensitive areas and plan response operations. Section 4000 (Planning) provides the Planning Section structure and roles while detailing required correspondence, permit, and consultation procedures. Section 5000 (Logistics) addresses the Logistics Section while Section 6000 (Finance) details the Finance and Administration Section. Section 7000 (Hazardous Materials) is reserved for further development and Section 8000 (Marine Fire Fighting) houses the Marine Fire Fighting Plan. The final section, Section 9000 (Appendices) contains the appendices for the plan and they include notification procedures, personnel and resource directories, a draft IAP and other relevant documentation. All USCG ACPs will be in this basic format to allow for consistency across the nation while still accounting for geographic differences. This format also allows for easier manipulation in the computer. This plan will be digitized and available for downloading from the USCG MSO Charleston's web site.

<http://www.uscg.mil/d7/units/mso-chasn/acp.html>

1110 Revision & Update Requirements

Area Contingency Plans shall be reviewed annually with major revisions occurring every 5 years. Plans shall be reviewed annually within the calendar the year focusing on the following areas: emergency notification lists, response equipment information (type and amount of available equipment), sensitive areas, hazard/risk assessment of the area, response strategies (changes based on new technologies or equipment, etc), and/or dispersants approval. Major revisions will be based on Commandant or District mandated revisions or modifications, which would substantially impact the format or content of the Plan. All changes will be submitted to CCGD7 for approval. Once changes are approved an instruction for a page change will be issued to distribution by MSO Charleston. Any changes to the plan must be noted on the record of changes page.

To suggest a correction or update go to our Internet web site form at:

<http://www.uscg.mil/d7/units/mso-chasn/acpupdate.html>

1120 Captain of the Port Authority

The responsibility for designating areas, appointing Area Committee members, determining the information to be included in Area Contingency Plans, and reviewing and approving Area Contingency Plans have been delegated by Executive Order 12777 of 22 October 1991, to the Commandant of the U.S. Coast Guard (through the Secretary of Transportation) for the coastal zone, and to the Administrator of the

Environmental Protection Agency for the inland zone. The term “coastal zone” is defined in the current NCP (40 CFR 300.5) to mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, and the waters of the Exclusive Economic Zone (EEZ). The Coast Guard has designated as areas, those portions of the Captain of the Port (COTP) zones that are within the coastal zone, for which Area Committees will prepare Area Contingency Plans. The COTP zones are described in Coast Guard regulations (33 CFR Part 3)

1130 Federal Investigative Authorities

Several federal, state, and local agencies have a direct role in the enforcement of laws and regulations associated with a discharge, or substantial threat of a discharge, of oil into the navigable waters of the U.S. The investigation into alleged violations of the many applicable laws and regulations require a coordinated effort among the several agencies

1130.1 United States Coast Guard

The U.S. Coast Guard has enforcement and investigative authority for a significant array of potential violations of federal laws and regulations, as well as enforcement actions under applicable international treaties. Federal laws and regulations associated with a discharge or a substantial threat of a discharge of oil include components of the Clean Water Act as amended; the Oil Pollution Act of 1990; the Ports and Waterways Act; The Port and Tanker Safety Act; The Act to Prevent Pollution from Ships (1980), as amended; and, Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78). In addition, authorities pursuant to 46 USC 7701 and 46 USC 6101 relate to personnel actions (licensed mariners), and marine casualties, respectively. The federal regulations associated with a potential investigative or enforcement interest under these circumstances include, though are not limited to, applicable sections of 46 CFR with particular attention to Parts 4, 5, 16; 33 CFR Parts 126, 130, 151, 153-160; and 40 CFR Parts 116, and 117. Potential federal enforcement actions associated with a pollution discharge may include, but are not limited to: the collection of statements and evidence to determine the causes of the associated marine casualty, mandatory chemical testing of involved licensed personnel, and the collection of oil samples in the water and on suspect vessels.

1130.2 United States Environmental Protection Agency

Under the National Contingency Plan, EPA is the lead federal response agency for oil spills occurring in inland waters, and the U.S. Coast Guard is the lead response agency for spills in coastal waters and deepwater ports.

1130.3 United States Department of the Interior, Minerals Management Service (MMS)

The MMS's regulatory authority for accident investigation of offshore oil and gas facilities and related operations is based on the provisions in 30 CFR Part 250.19, Accident Reports (see also the OCS Lands Act Amendments, September 18, 1979, 43 USC 1801, Title II, Sec 208, Sec 22 (d) (1)). The MMS Manual states that the agency's principal objectives in conducting accident investigations are: "...to ensure consistent data collection and investigation of accidents in order to gather the information necessary to determine the cause(s) and to make appropriate recommendations for any corrective action needed. The primary goals are to prevent the recurrence of accidents, to enhance the safety of operations, and to protect the environment." (MMS Manual, Program Series, Part 640, Rules and Operations, Chapter 3, Accident Data Collection and Investigation, August 3, 1992). The MMS manual further states in Chapter 3.3.(A.) that "unless otherwise specifically ordered by the Director, all investigations...shall be fact-finding proceedings with no criminal issues and no adverse parties. The purpose of the investigation is to prepare a public report." An August 29, 1989 Memorandum of Understanding (MOU) between the MMS and USCG provides guidelines for convening accident panels and coordinating accident investigations between the two agencies.

1140 State Investigative Authorities

The Commissioner of the Department of Health and Environmental Control, or his designee, will coordinate, integrate, and manage the overall state effort to detect, identify, contain, clean up, dispose of, or minimize releases of oil or hazardous substances and minimize the threat of potential releases. The Department will maintain a contingency plan for spills and releases of oil and hazardous substances that will coordinate and establish necessary standard operating procedures for DHEC response work. The Bureau of Land and Waste Management (DHEC) will provide expertise on environmental effects of oil, discharges, or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques. It is likely that there will be several releases occurring simultaneously, making heavy demands on response resources. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.

1140.1 Local Enforcement Authorities

Local government has the responsibility for the protection and well being of its citizens. However, owners and shippers are responsible for subsequent cleanup and containment. Consequently, local governments, through the designated response agencies, will respond to hazardous material incidents of all types and sizes; make initial assessments as to the severity and magnitude of the situation; and take appropriate first responder protection measures to prevent or minimize injuries and property damage.

Local agencies rely on the authority of the federal and state agencies to investigate, respond and penalize for incidents within their respective regulatory jurisdiction.

1200 Geographic Boundaries

There are several Federal boundaries that are important to recognize when dealing with incidents involving the discharge or potential discharge of oil or hazardous substances. Those Federal boundaries, or zones, determine which Federal agency has primary jurisdiction and authority. For the purpose of this plan, there are three specific Federal zones of responsibility. The zones include, the Officer in Charge of Marine Inspection (OCMI) zone, the Captain of the Port (COTP) zone, and the Coast Guard predesignated Federal On Scene Coordinator (FOSC) zone.

This Contingency Plan applies only in the zone where the COTP is the predesignated FOSC.

1210 FOSC Zone

FOSC Zone The area in which COTP Charleston is the predesignated FOSC for oil spills as defined by a Memorandum of Understanding (MOU) between the Coast Guard and the EPA. As a result of the MOU and as delineated therein, the COTP Charleston is the predesignated FOSC for the coastal areas and the EPA is responsible for the inland areas.

As defined in the MOU between U.S. EPA (Region IV) and the Seventh U.S. Coast Guard District, the Commanding Officer, Marine Safety Office, Charleston, South Carolina will be the pre-designated Federal OSC in the coastal areas on the eastern coast of South Carolina from the North Carolina-South Carolina State boundary southward to the southern tip of Bay Point, Edisto Island (near Edisto Beach), South Carolina.

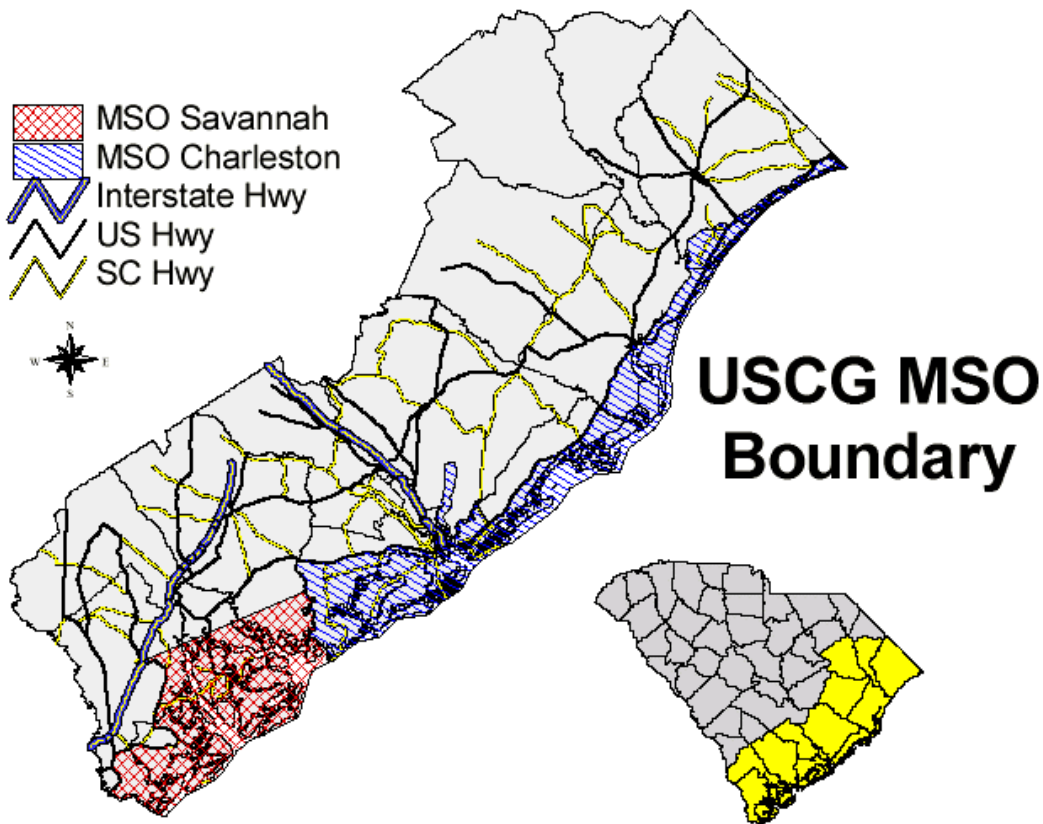


Figure 1-1 USCG MSO Charleston Area of Responsibility

1210.1 Inshore

From the North Carolina-South Carolina state boundary northwesterly along the boundary to U.S. Highway 17; thence southeasterly along U.S. Highway 17 to the south along the eastern bank to the MSO Charleston-MSO Savannah boundary at 32 °30'N latitude.

Included with this zone are Charleston and Georgetown Harbor areas, including waterfront facilities, specifically:

- Ashley River from the Memorial Bridge (State Hwy 7) seaward;
- Wando River from State Highway 41 Bridge seaward;
- Cooper River from General Dynamics Private Aids 339 and 40 seaward; and
- Sampit River/Winyah Bay (near Georgetown) area, from one mile west of U.S. Highway 17 Sampit River Bridge seaward.

Also included are all portion of the Intracoastal Waterway (ICW) not within the area defined above.

1210.2 Offshore

In the event of an offshore incident, the FOSC offshore responsibility starts at a line bearing 122 °T from the intersection of the South

Carolina-North Carolina boundary and the sea to the outermost extent of the Exclusive Economic Zone (EEZ); thence southerly along the outermost extent of the EEZ to 30 °50'N latitude; thence west along 30 °50'N latitude to a line bearing 122 °T from the southern tip of Bay Point, Edisto Island, South Carolina; thence westerly along a line bearing 122 °T to the coast. MSO Charleston's authority to investigate and prosecute OPA 90 violations in the offshore area extends to the outermost extent of the EEZ.

1220 OCMI/COTP Zone

As defined in reference (a), the boundary of the Charleston Marine Inspection Zone and the Captain of the Port starts at the sea at the intersection of the North Carolina-South Carolina boundary; thence proceeds westerly along the North Carolina-South Carolina boundary to the intersection of the North Carolina-South Carolina-Georgia boundaries; thence southerly along the South Carolina-Georgia boundary to the intersection with the federal dam at the southern end of Hartwell Reservoir; thence southerly along the eastern bank of the Savannah River to 32 °41'N latitude; thence southerly along the eastern bank of the Edisto River to the southern tip of Bay Point, Edisto Island, South Carolina. The offshore boundary starts at a line bearing 122 °T from the intersection of the South Carolina-North Carolina boundary and the sea to the outermost extent of the Exclusive Economic Zone (EEZ); thence southerly along the outermost extent of the EEZ to 30 °50'N latitude; thence west along 30 °50'N latitude to a line bearing 122 °T from the southern tip of Bay Point, Edisto Island, South Carolina; thence westerly along a line bearing 122 °T to the coast.

1220.1 OCMI Zone

The OCMI zone is that area in which the OCMI Charleston, (Commanding Officer, Marine Safety Office Charleston), is responsible for inspecting U.S. and certain foreign flagged vessels, and investigating certain marine casualties, some of which involve oil discharges. The OCMI zone is defined in reference (a) and is included in Tab A to this appendix.

1220.2 COTP Zone

The COTP zone is that area in which COTP Charleston, (Commanding Officer, Marine Safety Office Charleston), is responsible for the safety and security of the port and activities including marine environmental protection on the navigable waters of the U.S. The COTP Charleston and OCMI Charleston zones are identical with regard to boundaries.

1300 Area Committee

In keeping with the Coast Guard Commandant's motto, "Preparation Equals Performance", the Area Committee seeks to enhance the response community's ability to successfully mitigate substantial threats or actual incidents through an effective and coordinated planning process.

1310 Purpose

The primary role of the Area Committee is to act as a preparedness and planning body. Area Committees are composed of experienced environmental/response representatives from federal, state and local government agencies with defined responsibilities for the area's environmental integrity. Each member is empowered by their own agency to make decisions on behalf of the agency and to commit the agency to carrying out roles and responsibilities as described in this plan.

Section 4202 of the Oil Pollution Act of 1990 (OPA 90) amended Subsection (j) of Section 311 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C. 1321 (j)) to address the development of a National Planning and Response System. As part of this system, Area Committees have been established for each area designated by the President. These Area Committees are comprised of qualified personnel from federal, state, and local agencies. Each Area Committee, under the direction of the Federal On-Scene Coordinator (FOSC) for the area, is responsible for developing an Area Contingency Plan. This development process includes appointing area committee members, determining information to be included in the Area Contingency Plans, as well as, reviewing and approving Area Contingency Plans. Each Area Committee is responsible for working with state and local officials to pre-plan for joint response efforts, including appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife. The Area Committee is also required to work with state and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices.

1320 Organization

The pre-designated FOSC for the area will serve as chairman of the Committee. The FOSC will designate the vice-chairman, select the Committee members, and provide general direction and guidance for the Committee. The FOSC will solicit the advice of the RRT to determine appropriate representatives from federal and state agencies. The Area Committee will solicit advice, guidance, or expertise from all appropriate sources and establish subcommittees as necessary to accomplish the preparedness and planning tasks.

1320.1 Executive Steering Committee

The Executive Steering Subcommittee is the governing body of the Area Committee. It provides the necessary oversight for the Area Committee, which allows for more efficient operation. The members review the area plans and provide guidance on the development of strategic goals for the ACP. In addition, they develop and prioritize work lists, establish new subcommittees as necessary, and task subcommittee as appropriate.

The Executive Steering Committee shall have the following representatives:

- Chairman, FOSC
- Vice Chairman, SOSC (SC DHEC)
- Scientific Support Coordinator
- NOAA Hazmat
- USF&WS Representative
- SC DNR Representative
- CC HAZMAT Coordinator
- Local EPD Representative
- Industry Representatives

1320.2 Other Committee Membership

Area Committees should also include experienced environmental/response representatives from federal, state and local government agencies with definitive responsibilities for the area's environmental integrity. Each member should be empowered by their own agency to make decisions on behalf of the agency and to commit the agency to carrying out roles and responsibilities as described in this plan

1320.3 Area Subcommittees

The FOSC, in consultation with the Executive Steering Committee, will appoint subcommittee members and direct the Area Committee's development and maintenance of the Area Contingency Plan. Subcommittee participants may include facility owners/operators, shipping company representatives, cleanup contractors, emergency response officials, marine pilots associations, academia, environmental groups, consultants, response organizations and concerned citizens. For detailed information see Appendix [9400 Area Planning Documentation](#).

1400 National Response System

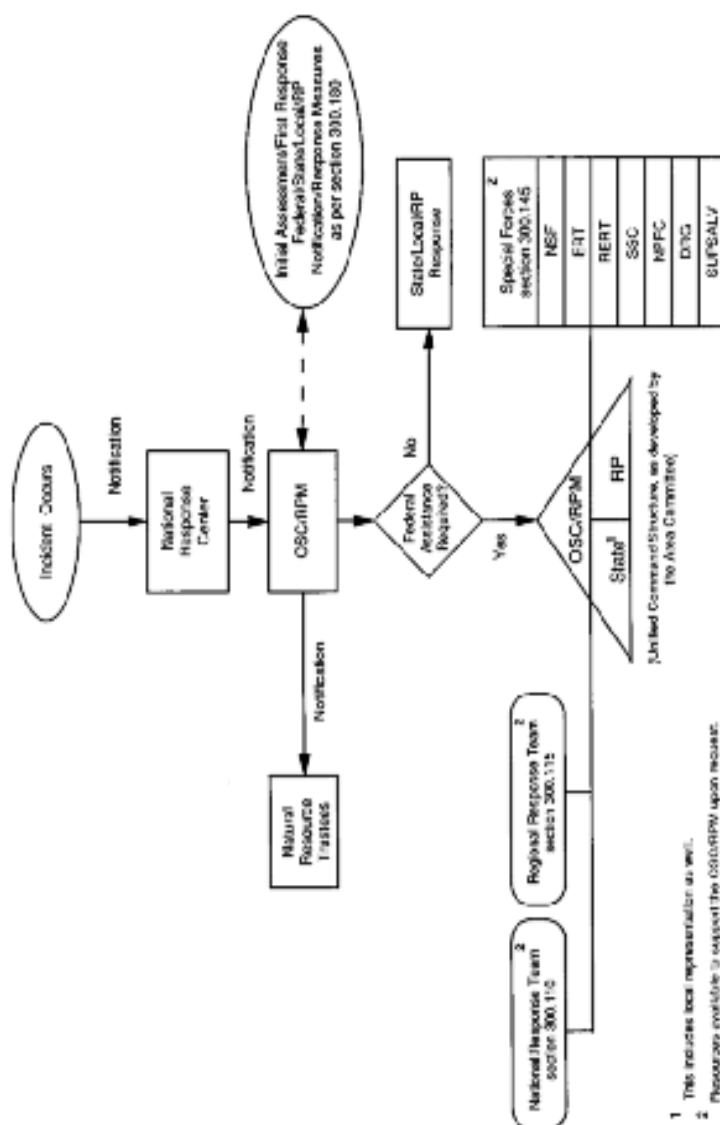
The National oil and Hazardous Substances Response System is the federal government's mechanism for emergency response to discharges of oil into navigable waters of the United States, and releases of chemicals into the environment. The system provides a framework for coordination among federal, state, and local responders and responsible parties.

The National Response System is described in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), found in Title 40 of the Code of Federal Regulations, Part 300. The NCP establishes three organizational levels:

- The National Response Team (NRT);
- Regional Response Teams (RRTs); and
- On Scene Coordinators (OSCs).

Figure 1-2 – National Response System

Figure 1a
National Response System Concepts: Response



1410 National Response Structure

The NRS supports the responsibilities of the FOSC, under the direction of the Federal Water Pollution Control Act's federal removal authority. The FOSC plans and coordinates the response strategy on scene, using the support of the National Response Team (NRT), Regional Response Team (RRT), Area Committees, and responsible parties as necessary, to supply the needed trained personnel, equipment, and scientific support to complete an immediate and effective response to any oil spill or hazardous substance release.

1410.1 National Contingency Plan (NCP)

The NCP applies to and is in effect for:

- Discharges of oil into or on the navigable waters of the United States, on the adjoining shorelines, the waters of the contiguous zone, into waters of the exclusive economic zone, or that may affect natural resources belonging to, appertaining to, or under the exclusive management authority of the United States (See sections 311(c)(1) and 502(7) of the CWA).
- Releases into the environment of hazardous substances, and pollutants or contaminants which may present an imminent and substantial danger to public health or welfare of the United States.

The NCP provides for efficient, coordinated, and effective response to discharges of oil and releases of hazardous substances, pollutants, and contaminants in accordance with the authorities of CERCLA and the CWA. It provides for:

- The national response organization that may be activated in response actions. It specifies responsibilities among the federal, state, and local governments and describes resources that are available for response.
- The establishment of requirements for federal, regional, and area contingency plans. It also summarizes state and local emergency planning requirements under SARA Title III.
- Procedures for undertaking removal actions pursuant to section 311 of the CWA.
- Procedures for undertaking response actions pursuant to CERCLA.
- Procedures for involving state governments in the initiation, development, selection, and implementation of response actions, pursuant to CERCLA.
- Listing of federal trustees for natural resources for purposes of CERCLA and the CWA.
- Procedures for the participation of other persons in response actions.
- Procedures for compiling and making available an administrative record for response actions.
- National procedures for the use of dispersants and other chemicals in removals under the CWA and response actions under CERCLA.

In implementing the NCP, consideration shall be given to international assistance plans and agreements, security regulations and responsibilities based on international agreements, federal statutes, and executive orders. Actions taken pursuant to the provisions of any applicable international joint contingency plans shall be consistent with the NCP, to the greatest extent possible. The Department of State shall be consulted, as appropriate, prior to taking any action which may affect its activities.

Additionally, the NCP applies to and is in effect when the Federal Response Plan and some or all its Emergency Support Functions (ESFs) are activated.

1410.2 National Response Team Member Agencies

- Environmental Protection Agency
- U.S. Coast Guard
- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Federal Emergency Management Agency
- General Services Administration
- Nuclear Regulatory Commission
- EPA for inland areas and by the Coast Guard for coastal areas. (Inland/coastal boundaries are specified in individual Regional Contingency Plans.)

1410.21 National Response Center (NRC)

Created by the NCP, the National Response Center is charged with receiving notifications of all chemical, radiological, oil and biological releases regulated by the CWA, as amended by OPA 90. Located in the Coast Guard Headquarters Command Center, the NRC immediately relays reports to the cognizant, predesignated Federal On Scene Coordinator. Similar but less detailed notifications are issued to cognizant state agencies.

1410.3 Spill Of National Significance (SONS)

A Spill Of National Significance (SONS) is that rare, catastrophic spill event which captures the nation's attention due to its actual damage or significant potential for adverse environmental impact. A SONS is defined as a spill which greatly exceeds the response capability at the local and regional levels and which, due to its size, location, and actual or potential for adverse impact on the environment is so complex, it requires extraordinary coordination of Federal, State, local and private resources to contain and clean up. Only the Commandant of the Coast Guard or the Administrator of the EPA can declare a SONS. The response to a SONS event must be a coordinated response that fully integrates the FOSC's response organization with the SONS response organization.

1410.31 Spill Of National Significance (SONS) Response Organization

The SONS organization incorporates the unified command and control support mechanism, predesignates key positions, defines their roles, clarifies the relationships of key functional elements, and integrates the use of Coast Guard Reservists (for Coast Guard directed responses). The SONS plan provides for significant augmentation of the regional organization by a national structure containing 6 key elements: the National Incident Commander (NIC), the Alternate National Incident Manager, the National Incident Commander's Chief of Staff, the Crisis Action Center/Emergency Operations Center (CAC/EOC), the SONS Area Operations Coordinator, and the National Incident Commander's staff. The role definition of each is as follows:

1410.31.1 National Incident Commander (NIC)

When a Spill of National Significance is declared, the National Incident Commander will proceed to the scene, assume the role of FOSC and take strategic control of the situation. The principle responsibility of the NIC will be strategic management, ensuring that all possible actions are taken to combat the spill, thereby reassuring the public that the full force of the formal response infrastructure is being utilized for the spill. The National Incident Commander should remain on scene to provide strategic coordination of the entire response effort for as long as the response exceeds regional capabilities. The Commandant will assign a Vice Admiral in the position of National Incident Commander.

1410.31.2 Alternate National Incident Commander (NICa)

The NICa will be the Coast Guard District Commander in whose district the spill has occurred. As District Commander, he/she will already be an integral part of the regional response structure, and will be in a position to continue liaison with the regional level officials and coordinate any resource issues with the adjacent districts or regions.

1410.31.3 Crisis Action Center (CAC)

The Chief of the Coast Guard Headquarters Office of Marine Safety, Security and Environmental Protection will direct the Headquarters CAC operations. The CAC Chief will be the key advisor to the Commandant of the Coast Guard and to the National Incident Commander during the incident.

1410.31.4 NIC Chief of Staff

The Commanding Officer of the National Strike Force Coordination Center will serve as the National Incident Commander's principal advisor and Chief of Staff. Since this Officer's primary duty is to prepare for response to a SONS, his/her response expertise will be invaluable to the National Incident Commander in developing and executing strategic plans. He/she will serve as advisor to the National Incident Commander while providing direct operational guidance to the predesignated Area Operations Coordinators.

1410.31.5 Area Operations Coordinator (AOC)

The Predesignated On Scene Coordinator, as Area Committee chairman, will be designated as the AOC because of requisite local knowledge of the response area and the political and commercial contacts to initiate and sustain a cleanup operation. For SONS, there will most likely be multiple AOC, each retaining tactical responsibility for their own area.

1410.31.6 Support Staff

The National Incident Commander will require a number of staff elements to effectively manage and coordinate his/her responsibilities. This will facilitate rapid implementation during a SONS event and encourage the formation of a coordinated management team. The major staff components include a Support Operations Division, a Strategic Planning Division, a Logistics Division, and a Finance Division. An External Affairs Division has been added to deal with anticipated heavy public affairs and protocol workload.

1410.32 SONS Declaration

The Commandant of the Coast Guard alone is empowered to declare a SONS in the coastal zone, taking into account environmental risks, weather conditions, response capabilities and the amount, or potential amount, of product spilled. A Coast Guard Area or District Commander may recommend to the Commandant that a SONS be declared. Indicators that a SONS be declared include:

- multiple FOSC zones/districts/international borders are affected;
- significant impact on or threat to the public health and welfare, wildlife, population, economy and/or property over a broad geographic area;
- protracted period of discharge and/or expected cleanup;
- significant public concern and demand for action by parties associated with the event; and

- the existence of or the potential for a high level of political and media interest.

1410.33 Commandant Notification

The Commandant will be notified of a possible SONS incident by the National Response Center. If the Commandant declares a SONS, the following actions will occur.

- NIC will be designated;
- NIC will deploy the National Incident Task Force (NITF) Initial Response Team;
- other Departments/Agencies will be notified; and
- all predesignated NITF personnel will be placed on immediate alert.

1410.34 Initial Response Team (IRT)

The “time-phased implementation” of the NITF is an integral component of an effective response. The key component in effectively implementing the NITF organization is the NITF Initial Response Team (IRT). All Initial Response Team personnel will be issued open orders, pagers, and government travel cards to facilitate their rapid deployment to the scene.

1410.34.1 Initial Response Team (IRT) Role

During a catastrophic spill response, an emergent organization will evolve, based on the dynamics of the situation and the personalities involved. The IRT’s role is to ensure a continued and effective response by controlling the emergent organization’s growth. Additionally, they will provide essential continuity between the local FOSC and the incoming NITF organization during the transition.

1410.34.2 Initial IRT Actions

Response Team will arrive on scene within 24 hours after the declaration of a SONS, and will have the resources to function for up to 72 hours without additional NITF personnel. Upon arrival, the Initial Response Team members will assess the situation and determine the details of NITF assembly: where, how, and to what magnitude the NITF will be staffed. The Initial Response Team will then coordinate preparations to receive the NITF organization. The majority of the NITF staff should arrive within one week of declaration.

1410.34.3 Establishment of NITF Command Post

A primary task of the IRT will be to establish the NITF command post. The NITF command post should be in the general proximity of the spill and should be large enough to handle the expected growth of the command staff. A response to a SONS will likely last several months,

therefore the NITF will require a dedicated command post, separate from existing command centers that are fully employed with coordinating other operations.

1410.34.4 IRT/NITF Interaction

Once the incident specific NITF staffing plan is developed, and additional NITF personnel arrive on scene, the Initial Response Team will facilitate the transition to the full NITF organization. A significant portion of the Initial Response Team will remain on scene, acting as part of NITF's assigned staff.

1420 Regional Response Team (RRT) Structure

There are 13 RRTs, one for each of the ten federal regions and Alaska, the Caribbean and the Pacific Basin. Each RRT has Federal and State representation. The EPA chair and the Coast Guard co-chair do not respond directly to incidents, they oversee RRT's development of Regional Contingency Plans for their regions. These plans address region specific issues and provide guidance to the OSCs for developing their area plans. The RRTs also provide one level of review for the Area Contingency Plans. The RRTs may be activated for specific incidents when requested by the OSC. If the assistance requested by an OSC exceeds an RRT's capability, the RRT may request assistance from the NRT.

During an incident the RRT may either be alerted by telephone or convened. The cognizant RRTs will also be consulted by the OSC on the approval/disapproval of the use of chemical countermeasures when that decision has not been pre-approved. In those instances where a possible public health emergency exists, the OSC should notify the Health and Human Services (HHS) representative to the RRT. Throughout response actions, the OSC may call upon the HHS representative for assistance in determining public health threats and call upon the Occupational Safety and Health Administration (OSHA) and HHS for advice on worker health and safety problems. The OSC shall submit pollution reports to the RRT and other appropriate agencies as significant developments occur during response actions, through communications networks or procedures agreed to by the RRT and covered in the RCP.

1420.1 Regional Contingency Plan

The RCP is the chief working document of the RRT and is also the ACP for those areas of the Region in the Inland Zone without EPA approved ACPs. It has been developed with the cooperation of all designated Federal agencies and State governments and is applicable to response and preparedness operations and activities taken by the Federal member agencies of the Region 4 RRT.

This plan is applicable to response actions taken pursuant to the authorities under CERCLA and Section 311 of the CWA, as amended. The geographical boundaries of this plan are those defining standard Federal Region 4 and includes Alabama, Florida,

Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee.

This plan provides the predesignated Federal On-Scene Coordinator (OSC) the strategy, direction, organization and procedures for responding to discharges of oil and releases of hazardous substances, pollutants and contaminants and outlines the types of assistance available to Federal OSCs from RRT member agencies during response actions. This plan also contains separate annexes that provide direction and procedures for response to incidents resulting from a disaster (Federal Response Plan, Annex P), radiological incident (Annex Q), and counter-terrorism responses (Annex L). The strategies, mechanisms, operations and procedures contained in this plan are intended to conform with the provisions of the NCP.

1420.2 Incident-Specific RRT

An incident-specific RRT is formed from the standing team each time the RRT is activated for a response. It consists of representatives of local and Tribal governments and the appropriate State and Federal Agencies.

An incident-specific RRT has one Chair, the Regional Co-Chair from the agency providing the Federal OSC/RPM for the response to the incident. The standing RRT Co-Chairs may designate other U.S. EPA and USCG employees to act as Co-Chair. The role of the incident-specific team is determined by the operational requirements of the response to a specific discharge or release. Participation is relative to the technical nature and geographic location of the discharge or release.

The incident-specific RRT Chair coordinates with the RRT membership and the OSC/RPM for the incident to determine the appropriate level of RRT member activation. Member agencies and States participating with the RRT must ensure that designated representatives or alternates can function as resource personnel for the OSC/RPM during incident-specific events.

When activated, members of an incident-specific RRT may:

- Provide resources and special or technical expertise;
- Provide advice and recommend courses of action for consideration by the OSC;
- Advise the OSC/RPM on the duration and extent of Federal response and recommend to the OSC/RPM specific actions to respond to a discharge or release;
- Request other Federal, State, or local government or private agencies to provide resources under their existing authorities to respond to a discharge or release or to monitor response operations;
- Recommend a change of OSC/RPM to the RRT Co-Chairs, if circumstances warrant (e.g., substantial movement of the

pollution into the predesignated area of another OSC lead agency);

- Ensure continual communication with the National Response Center (NRC) as significant developments occur; and
- Monitor and evaluate reports from the OSC/RPM.

1430 Area Response Structure

Successful area responses are contingent upon the coordinated and effective efforts of MSO Charleston, South Carolina Department of Health and Environmental Control (SCDHEC) and local responders. These efforts are enhanced through the incorporation and utilization federal, state and local stakeholders who bring specific disciplines to a response that help make the effort more efficient and effective: U.S. Fish & Wildlife Service, South Carolina Department of Natural Resources (SCDNR), NOAA, local fire chiefs, and the responsible party (RP).

1430.1 First Federal Official On Scene.

The first federal official affiliated with an NRT member agency to arrive at the scene of a discharge or release should coordinate activities under the NCP and is authorized to initiate, in consultation with the FOSC, any necessary actions normally carried out by the FOSC until the arrival of the predesignated FOSC. This official may initiate federal fund-financed actions only as authorized by the FOSC.

1430.2 Federal On-Scene Coordinator

For spill or release response activities, federal response is coordinated through a single, pre-designated agent, the Federal On-Scene Coordinator (FOSC). The FOSC reports to, and receives advice from the regional and district offices of the primary advisory agencies. For the Purpose of this plan the Federal On Scene Coordinator is U. S. Coast Guard Captain of the Port Charleston.

1430.21 FOSC Designation.

The Federal On Scene Coordinator (FOSC) is the predesignated Federal official responsible for ensuring immediate and effective response to a discharge or threatened discharge of oil or a hazardous substance. The U.S. Coast Guard designates FOSCs for the U.S. coastal zones, while the U.S. EPA designates FOSCs for the U.S. inland zones.

1430.22 FOSC Responsibilities.

Initial Response. The FOSC shall, to the extent practicable, and as soon as possible after the incident occurs, collect pertinent facts about the discharge, such as its source and cause; the identification of responsible parties; the nature, amount, and location of discharged materials; the trajectory of discharged materials; whether the discharge is a worst case discharge; the pathways to human and environmental

exposure; the potential impact on human health, welfare, safety and the environment; whether the discharge poses a substantial threat to the public health or welfare; the potential impact on natural resources and property which may be affected; priorities for protecting human health and welfare and the environment; and appropriate resource documentation.

Coordination. The FOSC's efforts shall be coordinated with other appropriate Federal, State, local, and private response agencies. An FOSC may designate capable individuals from Federal, State, or local agencies to act as her/his on scene representatives. State and local governments, however, are not authorized to take actions under Subpart D of the NCP that involve expenditures of the Oil Spill Liability Trust Fund (OSLTF) unless an appropriate contract or cooperative agreement has been established.

1430.3 State On-Scene Coordinator

When operating under the federal response plan the State On-Scene Coordinator (SOSC) assists the FOSC in responding to and mitigating spills and releases. Normally vested with the authority to permit response activities and require certain precautions within the state's boundaries, the SOSC is critical to the success of any response action.

1440 Incident Command System

To standardize response management within the marine safety field, the Coast Guard has adopted the National Interagency Incident Management System (NIIMS) based Incident Command System (ICS). While Vessel Response Plans (VRPs) and Facility Response Plans (FRPs) are required to have a management system compatible with the Area Contingency Plan, there is no requirement for VRPs and FRPs to follow strict ICS. A major advantage of the ICS organization is the ability to expand and contract organizationally as required by the incident. For some incidents only a few of the organization's functional elements may be required. For larger or more complicated responses, additional positions exist within the ICS framework to meet virtually any need.

The ICS organization is built around five major functions that are applied on any incident, large or small. These functions are the Incident Command, and the Operations, Planning, Logistics and Finance Sections. These functions are detailed in Section 2000-6000 of this plan. These sections will provide generic descriptions and apply directly to the MSO Charleston COTP area of responsibility.

Incident Command System forms and job aids can be obtained on the world wide web at <http://www.uscg.mil/hq/g-m/nmc/response/forms/Default.htm>.

Refer to the Field Operations Guide (FOG) for the Incident Command System prepared by USCG, Office of Response (G-MOR-3) for specific information on all duties and positions. Refer to Appendix [9730.4 Field](#)

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[Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP Charleston zone.

1440.1 Unified Command.

Where appropriate, the FOSC shall establish a unified command consisting of the FOSC, the State On Scene Coordinator, and the Responsible Party Incident Manager. The FOSC is responsible for assigning individuals from within the response community (Federal, State, local or private), as necessary, to fill the designated positions in the NRS incident level response organization. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the nature of the spill and the need for extensive manning. These functional responsibilities and position titles, if staffed, are thoroughly described in the functional sections of this plan.

1450 Area Exercise Mechanism

The opportunity to exercise this plan and components of this plan presents itself via the National Preparedness for Response Exercise Program (NPREP or PREP).

Additional PREP information can be found at the following web site:
<http://www.uscg.mil/hq/g-m/gmhome.htm>.

PREP guidelines apply to all vessel and facility plan holders and specifically discusses the PREP requirements for the designated Planning Areas.

1450.1 Area Exercises

The Area exercises are divided into internal and external classification categories. The internal exercises are Notification Drills (quarterly), Spill Management Team Tabletop Exercises (annually), Equipment Deployment Exercises (annually), and Government Initiated Unannounced Exercises (maximum of 4 per area per year). The external exercises are Government led exercises and Industry led exercises. The Federal On-scene Coordinator (FOSC) is responsible for planning, designing, and executing the internal exercises. The National Strike Force Coordination Center (NSFCC) is responsible for scheduling the external exercises and the appropriate FOSC remains involved in the planning, design, and execution of the Government led exercises. The FOSC will consult in exercise development and will participate as appropriate in the Industry led exercises. Members of the Area Committee and response community will be involved in each type of exercise to some degree, varying from the confirmation of a phone number to assisting in the design of a the scenario and performing as a controller or evaluator of the exercise. Participation in the PREP and utilization of the PREP guidance will ensure that all federal exercise requirements mandated by OPA 90 have been met.

As part of their normal operations, representatives of the Captain of the Port will be verifying that vessel and facility plan holders are conducting and recording required exercises.

1460 Federal Response Plan

The Federal Emergency Management Agency (FEMA) issued an updated version in April of 1999 of the plan for mobilizing and deploying federal resources for people and communities overwhelmed by natural disasters and manmade emergencies. The Federal Response Plan serves as the principal organizational guide for defining the roles and responsibilities of the 26 federal member agencies and the American Red Cross that are engaged to deliver a broad range of emergency aid during a major crisis. The revised plan incorporates 11 changes and other modifications that resulted from the lessons learned and the experiences of the federal partners since it was first employed during Hurricane Andrew in 1992. Among the key revisions is the addition of a new evolving Recovery Function Annex, which begins the integration of recovery and mitigation functions into the plan's response structure. The updated plan also includes four new support function annexes covering Community Relations, Donations Management, Logistics Management, and Occupational Health and Safety.

The revised plan reinforces the use of Incident Command System principles, mentions the importance of private sector partnerships, and describes several new response resources, coordinating mechanisms and management tools. The full text of the revised plan is currently available on FEMA's website on the World Wide Web at <http://www.fema.gov/r-n-r/frp/>. Printed copies can be ordered free of charge, as they become available from FEMA's Publications Office at 1-800-480-2520.

1470 Federal Radiological Response Plan

The objective of the Federal Radiological Emergency Response Plan (FRERP) is to establish an organized and integrated capability for timely, coordinated response by Federal agencies to peacetime radiological emergencies.

The FRERP:

- Provides the Federal Government's concept of operations based on specific authorities for responding to radiological emergencies
- Outlines Federal policies and planning considerations on which the concept of operations of this Plan and Federal agency specific response plans are based and
- Specifies authorities and responsibilities of each Federal agency that may have a significant role in such emergencies.

There are two Sections in this Plan. Section I contains background, considerations, and scope. Section II describes the concept of operations for response.

The FRERP covers any peacetime radiological emergency that has actual, potential, or perceived radiological consequences within the United States, its Territories, possessions, or territorial waters and that could require a response by the Federal Government. The level of the Federal response to a specific emergency will be based on the type and/or amount of radioactive material involved, the location of the emergency, the impact on or the potential for impact on the public and environment, and the size of the affected area. Emergencies occurring at fixed nuclear facilities or during the transportation of radioactive materials, including nuclear weapons, fall within the scope of the Plan regardless of whether the facility or radioactive materials are publicly or privately owned, Federally regulated, regulated by an Agreement State, or not regulated at all. (Under the Atomic Energy Act of 1954 [Subsection 274.b.], the NRC has relinquished to certain States its regulatory authority for licensing the use of source, byproduct, and small quantities of special nuclear material.)

1500 State/Local Response System

1510 State

It is the policy of the state to respond immediately to all oil spills, control the source of any oil spill, and to contain any discharge to the maximum extent possible. Mechanical and other physical control methods shall be the preferred method for removal of oil from the environment with subsequent proper disposal. The option of taking no mitigative actions should be considered when such actions would cause greater environmental damage than the spilled oil alone. The use of oil spill cleanup agents shall be subject to the State Administrator of FDEP's best judgment and coordinated with the FOSC and EPA representative to the RRT.

Whenever it is determined the responsible party for the discharge is taking adequate action to remove and mitigate its effects, the principle thrust of the state is to observe, monitor and provide advice and counsel, as may be necessary.

The FOSC or SCDHEC will take steps to access the applicable state or federal fund to ensure adequate cleanup whenever they determine the responsible party for the discharge was; unknown, did not act promptly, take proper and appropriate actions to contain, cleanup and dispose of the oil or oily debris, or the total clean up costs are beyond those expected to be borne by the responsible party. In addition, the responsible party must also protect the environment and adhere to safety practices.

1510.1 Response System

1510.11 South Carolina Department of Health and Environmental Control (SCDHEC)

SCDHEC is the state agency responsible for protecting and promoting public health and the environment. SCDHEC is

designated as a natural resource trustee in the State of South Carolina under the federal Comprehensive Environmental Response, Compensation and Liability Act.

1510.11.1 State On-Scene Coordinator (SOSC)

SCDHEC is also responsible for enforcing environmental law in the State of South Carolina. SCDHEC has been designated as the agency responsible for responding to, and investigating, spills and releases of oil and hazardous materials. SCDHEC also designates a SOSC who is responsible for determining SCDHEC's level and method of response. For each environmental quality control (EQC) district, the plan enables the SOSC to appoint District On-Scene Coordinators (DOSCs). They work as the SOSC's agents and are empowered to represent the SOSC.

1510.11.2 SCDHEC's Central Office Emergency Response Section (ERS)

The ERS is the central point for reporting releases of oil and hazardous substances within the state. The ERS also receives reports of fish kills within South Carolina.

The ERS consists of nine staff positions, three emergency response vehicles, an oil spill response trailer, and various other supplies to facilitate a response to oil and hazardous material releases within the state. Reference (b) addresses what equipment is available within the ERS, it also describes all other equipment and personnel available to the ERS during such releases.

1510.11.3 State Laws and Regulations Applicable to SCDHEC Activity

- Pollution Control Act, Title 48-1 Authority for SCDHEC to abate, control, and prevent pollution.
- Hazardous Waste Management Act, Title 44-56 Adopts federal CERCLA as state law. Under "state CERCLA" the state is authorized to take any action, consistent with the state contingency plan, that it deems necessary to protect the public health, public welfare, or the environment.
- South Carolina Hazardous Waste Management Regulations Requires that regulated generators or treaters, storers, or disposers of hazardous wastes have a contingency plan and emergency procedures that must be implemented upon release of a hazardous waste.

1510.12 South Carolina Department of Natural Resources (SCDNR)

The SCDNR is the agency responsible for the protection, conservation, and management of the natural resources of the

State of South Carolina and their habitats. In addition, the SCDNR provides input regarding resources that have been or are likely to be impacted and assists with any quantification of losses which is needed. If there is injury for which damage assessment may be pursued, SCDNR works to obtain the necessary information for this process. Also protection of resources from the degradation of the habitats in which they live is an important aspect of SCDNR's responsibilities.

1510.12.1 State Natural Resource Trustee (NRT)

Pursuant to the Superfund Act Reauthorization Amendments (SARA) of 1988 to the CERCLA, the SCDNR was designated by the Governor as one of the NRTs for South Carolina. This designation requires the notification and consultation of SCDNR by the FOSC for any situation where a release or the threat of a release or spill of a hazardous substance or oil has impacted or threatens to impact natural resources for which SCDNR has responsibility, to minimize the impact or threat.

1510.12.2 SCDNR Law Enforcement Division

Assists the Coast Guard with vessel traffic control during marine events, boating season, and during special operations such as safety/security zone enforcement.

1510.12.3 Laws and Regulations Applicable to SCDNR Activity.

- SC State Law 48-4-10. SCDNR enabling authority.
- Federal Fish and Wildlife Coordination Act. Requires that Federal agencies undertaking certain activities must consult with state fish and wildlife agencies to determine potential resource impacts and means and measures to mitigate those impacts.
- Pollution Control Act, South Carolina Oil and Gas Act, and the South Carolina Hazardous Waste Management Regulations. These Acts and regulations specify responsibilities for the SCDHEC for pollution events, but also include requirements for assessing impacts to natural resources from the occurrences. SCDNR provides assistance to SCDHEC in these matters.

1510.2 Response Policy

1510.21 State Declaration

Response issues dealing specifically with oil and hazardous materials are accomplished through coordinated efforts with other federal, state and local agencies. Through this coordinated effort the state of South Carolina will respond, as represented by the SCDHEC (U.S. EPA Region IV state

representative), to all oil spills and hazardous material releases within their predesignated area of responsibility. However, this should not preclude mutual assistance among all involved agencies.

1510.22 SCDHEC Emergency Response Team (ERT)

SCDHEC trains and maintains an ERT to provide assistance and guidance during oil spill or hazardous material release incidents. They also provide technical assessment of the hazard and make appropriate recommendations for protective actions. Additionally, they provide monitoring for spill movement and technical advice on control, containment, clean up and disposal of spilled material. SCDHEC may request technical assistance from federal agencies and neighboring states in accordance with existing regulations. Upon notification of a spill, the ERT will initiate immediate response action to assist at the spill site and notify all other persons, agencies, industries and/or businesses throughout the state, who could be affected by the spill.

1510.23 Notifications

In accordance with Section 48-43-550 of the South Carolina Code of Law, 1976, as amended, effective June 13, 1977, reports of oil or other hazardous substance spills are to be made to SCDHEC. In accordance with 33 CFR 153.203, effective January 1, 1977, all reports of oil or hazardous substances discharges are to be made to the National Response Center (NRC) via the toll free telephone number, 1-800-424-8802. These reports will then be forwarded to the cognizant predesignated federal on-scene coordinator for investigation and appropriate action.

1510.24 Reports of spills or releases

Reporting of all spills of oil or substances to the lands and/or waters of the State must be made to the SCDHEC via the 24-hour emergency telephone number listed below. All spills that result in a discharge to waters or pose a threat of a discharge to waters must be reported to the U.S. Coast Guard or the U.S. Environmental Protection Agency and the National Response Center.

SCDHEC must be notified of all oil spills and all spills of hazardous materials. SCDHEC's level of response will be based upon the nature and location of release.

All notifications should be made to: 1-803-253-6488, or 1-888-481-0125 toll free

1510.25 South Carolina Department of Natural Resources (SCDNR) Relationship with SCDHEC

Several pieces of legislation, including the S.C. Pollution Control Act, the S.C. Oil and Gas Act, and the S.C. Hazardous Waste Management Act, which specify responsibilities for SCDHEC for pollution events, also include requirements for assessing impacts to natural resources from these occurrences. SCDNR provides assistance and input to SCDHEC in these matters.

1510.25.1 Reports of Spills or Releases

In the event of a spill or release of oil or a hazardous substance in South Carolina, personnel of the SCDNR are notified by the USCG, the US EPA, and/or SCDHEC.

- SCDNR should be notified of all oil spills greater than 10 gallons, and all spills of hazardous materials. SCDNR's level of response will be based upon the nature and location of release.
- Notifications should be made as follows:
- Monday to Friday, 0830 - 1700: (803) 762-5027/5068.
- All other times, or if the M-F call goes to phone mail: 1-800-922-5431

1520 Local Response System

In the geographical area covered by this plan, the local response system is based on a Unified Command system, however individual counties also have general plans regarding response to spills in their area of responsibility. For small spills the federal, state and local authorities will coordinate an appropriate response. In accordance with the NCP, if it is not feasible for MSO personnel to investigate a spill report, then local resources may conduct the initial investigation.

The local response policy for the geographical area covered by this plan is based on a concept of cooperation and mutual assistance. In accordance with the NCP, if it is not feasible for MSO personnel to investigate a spill report, local resources may conduct the initial investigation.

1520.1 Local Fire Departments

Empowered by South Carolina State's Emergency Powers Act, local fire departments have broad authority and responsibility when responding to an oil spill or hazardous materials release occurring within their jurisdiction, regardless of whether a fire is involved or not. Once on-scene, the senior fire official for the department in whose jurisdiction the incident occurs in becomes the senior local representative on-scene as the Incident Commander (IC) and maintains that role throughout the emergency response phase or until relieved by the State or Federal On-Scene Coordinator.

1520.2 County Emergency Preparedness Divisions (CEPDS) & Local Emergency Planning Committees

County emergency preparedness organizations were created by state law, Regulation 58-1 Emergency Preparedness Standards, SC Code of Regulations, dated 1980. The State of South Carolina responded to SARA Title II by creating LEPCs at the county level. The governor appointed each county's EPD director as the LEPC's coordinator. Though in some South Carolina counties the coordinator concurrently serves as committee Chairman.

1520.21 Charleston County Hazardous Materials Division (CCHMD)

The Charleston County Hazardous Materials Division was formed to implement Charleston County Ordinance 914 which was adopted January 18, 1994. The ordinance imposes a fee on businesses, which is used to improve local response to hazardous materials incidents through training, equipment, and advice.

1520.21.1 Duties of the CCHMD Staff

The two staff members' duties include the following:

- Manage the Charleston County fee-based Ordinance 914.
- Provide training to area responders and industry.
- Provide equipment that would be too expensive or too specialized for one of the county's hazardous materials response teams to purchase.
- Assist a response as requested by providing advice, technical assistance, and in some cases, resources from CCHMD's stock or seek response resources from other suppliers.
- Complete other duties as assigned. These duties usually involve researching and answering requests for information for the county's response organizations. These information requests have included information on California's fireproof plant program and shake shingle ordinances, and on standard operating guidance on trench rescues.

1520.22 Fire/Police Department Hazardous Materials Response Teams

There are five Fire or Police Department response teams within Charleston County. They operate under the jurisdiction of their parent FD or PD. The teams are staffed by duty personnel who have been certified as "Technician Level" responders, in accordance with OSHA guidelines. The level of equipment available varies among teams but existing "Mutual Aid" agreements level any shortfalls. Teams are located at the following FDs:

- City of Charleston FD
- City of Charleston PD
- City of North Charleston FD
- Town of Mt. Pleasant FD
- St. Johns FD

1520.23 County/City Police and Sheriffs Departments

Although not assigned specific responsibilities during an incident, their assistance in affecting the success of a response is a critical success factor. Any request for County and/or City Police and/or Sheriff Department should be coordinated through the responding FD or state agency.

1600 National Policy and Doctrine

To be provided by HQ and District.

1610 Public vs Private Resource Utilization

1620 Best Response Concept

1630 Cleanup Assessment Protocol (How Clean is Clean)

As it is almost impossible to fully prevent shoreline oiling during a spill. The responder's approach to the cleanup of an oiled shoreline is as important as how they approach the containment and protection priorities. The need for responders and planners to think through cleanup methods in advance of a moving oil slick is critical. Several considerations must be made before a proper cleanup plan can be initiated.

First, the type and quantity of the oil that will likely impact the shore must be determined. Oil types vary greatly and have a major influence on the degree of impact, ease of cleanup, and persistence of the contamination. For example, lighter fuels (diesel, home heating fuel and light crude oils) will evaporate quickly, but tend to be more toxic and penetrate the shoreline sediments to a greater degree. Heavy oils (bunker C, #6 fuel and heavy crude oils) are less toxic to shoreline ecosystems and do not penetrate finer sediments, but they are very persistent, difficult to clean, and may smother shoreline organisms.

Second, the type of shoreline that is predicted to be impacted must be identified and mapped. Both state and federal mapping projects have successfully categorized much of the U.S. shoreline in terms of habitat sensitivity to spilled oil. The most widely used characterization scheme for shorelines is the NOAA Environmental Sensitivity Index (ESI). The ESI ranks shorelines in terms of their relative sensitivity to oil spill impacts, predicted rates of removal of stranded oil by processes such as waves and currents which naturally clean the shoreline, and ease of cleanup. Shoreline types, from least to most sensitive are:

1. Exposed rocky cliffs & seawalls
2. Wave cut rocky platforms
3. Fine to medium-grained sand beaches

4. Coarse-grained sand beaches
5. Mixed sand and gravel beaches
6. Gravel beaches/Rip-rap
7. Exposed tidal flats
8. Sheltered rocky shores/man-made structures
9. Sheltered tidal flats
10. Marshes/mangroves

Once responders have a clear understanding as to the type and degree of impact and the type of shoreline, they can begin planning an effective cleanup strategy. The goal of all the methods discussed is to clean only to the level that would speed recovery and use of the shoreline. Cleaning strategies that will do greater injury to the resource than the oil itself are rejected.

1640 Dispersant Pre-Approval/Monitoring/Decision Protocol

Dispersants are specially designed oil spill products that are composed of detergent-like surfactants in low toxicity solvents. Dispersants do not actually remove oil from the water. Instead, they break the oil slick into small particles, which then disperse into the water where they are further broken down by natural processes. Dispersion of oil into the water column occurs naturally in untreated spills; dispersants just speed up the process. Dispersants also prevent the oil droplets from coming together again and forming another surface slick. Dispersants also reduce the ability of the oil to attach to birds and other animals, shoreline rocks, and vegetation. Fire and explosion hazards are lessened because dispersants reduce evaporation of volatile oil components. The effects of the rapidly diluted dispersed oil must be weighted against the effects of that oil if it were allowed to impact wildlife populations or the shoreline.

Dispersants may be applied to oil from airplanes, helicopters, or vessels. Dispersant spray systems are designed to provide the correct droplet size and dosage, as both are important factors in effective oil dispersal. The volume of dispersant applied is a fraction of the volume of oil treated, with a typical dispersant to oil ratio of 1:20. Because of the tradeoffs involved (i.e., relative benefits and potential negative effects), the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) sets limitations on dispersant use. Dispersants must be on a national list maintained by the Environmental Protection Agency. Federal and state agency agreements establish areas where rapid decisions on dispersants may be made by the Federal On-Scene Coordinator. Use outside these areas requires the approval of additional agencies identified in the NCP.

7th District Electronic Plan available on the electronic version of Charleston's ACP.

1650 Insitu Burn Approval/Monitoring/Decision Protocol

In-situ burning means the controlled burning of oil "in place." On open water, burning requires specialized fire resistant boom because uncontained oil rapidly spreads too thin to sustain combustion. *In-situ* burning requires less labor than most other techniques and can be

applied in areas where other methods can not be used because of limited access to the spill location or ice conditions. Fire-resistant booms are subject to some of the same wind and sea limitations as mechanical removal, since a fire boom behaves much like a standard containment boom. However, burning rapidly removes large quantities of oil and, minimizes the need for recovery and storage.

Because of the tradeoff decisions involved, certain approvals must be obtained prior to use of *in-situ* burning. Use of burning agents to increase oil combustibility is regulated by Subpart J of the National Contingency Plan. The State Implementation Plans required by the Clean Air Act are the primary plans that regulate air quality and pollutant sources. Agreements between state and federal regulatory authorities establish areas and necessary conditions where rapid decisions on *in-situ* burning may be made by the Federal On-Scene Coordinator and/or the State On-Scene Coordinator(s).

7th District Electronic Plan available on the electronic version of Charleston's ACP.

1660 Bioremediation Approval/Monitoring/Decision Protocol

Persons seeking to use in-situ bioremediation as a remedial countermeasure should check with applicable state or local regulatory requirements. Federal requirements are in Subpart J of the National Contingency Plan (NCP) which requires the federal On-scene Coordinator (OSC), in the case of an inland release the U.S. Environmental Protection Agency and for a coastal release the U.S. Coast Guard (USCG), to approve the use of bioremediation agents on spills not threatening human life. The federal OSC must have the concurrence of the Region IV Regional Response Team (RRT) for any in-situ bioremediation use unless specifically delegated to a state/local agency.

The NCP Product Schedule is a list of chemical and biological based products that may be authorized for use on oil discharges in accordance with the NCP. The federal OSC, state, and the RRT will only consider approve for use bioremediation products on the NCP Product Schedule. The exception would be biostimulation agents that still require RRT approval.

In-situ bioremediation has been used successfully for a number of years. Biodegradation of hydrocarbons is a time consuming process. Therefore, bioremediation should generally not be considered as a rapid primary response countermeasure, but to be used in conjunction with other remedial actions. The exception to this is when the option of do nothing is considered or conventional cleanup/treatment methods are not feasible. In those cases, in-situ bioremediation may be a cost effective substitute for the traditional cleanup technology.

The use of bioremediation on spills or releases impacting navigable waters requires the FOSC to obtain the concurrence of the Region IV RRT. The request should involve the state OSC and contain the following information:

- Exact location of spill or release;
- Type of material spilled or released;
- Amount spilled or potentially spilled;
- Name of product to be used;
- MSDS on product;
- Rate and method of application;
- Nearest surface waters;
- Forecasted weather conditions; and
- Monitoring strategy.

7th District Electronic Plan available on the electronic version of Charleston's ACP.

1670 Fish and Wildlife Acts Compliance

The Department of the Interior (DOI) has trustee responsibility for migratory birds under the Migratory Bird Treaty Act (16-USC 703-722) and for threatened and endangered species under the Endangered Species Act (16 USC 1531-1544). The DOI and Department of Commerce share trustee responsibility for anadromous fish under the Anadromous Fish Conservation Act (16 USC 7571-757f).

As a manager of trust natural resources delegated under DOI, the U.S. Fish and Wildlife Service (USFWS) has the responsibility to conserve, enhance, and protect fish and wildlife and their habitat. The USFWS role during prespill planning, "removal" activities, and "preassessment" activities has been enhanced and formalized by the new responsibilities identified in the Oil Pollution Act of 1990 (OPA) and the mandated amendments to the Federal Water Pollution Control Act (FWPCA) ("Clean Water Act") which revised the NCP.

Specifically, USFWS personnel are responsible for protecting trust natural resources from the threat of injury or injury caused by a discharge of oil. Additionally, they are responsible for assisting in the identification of sensitive environments in advance of discharges, assisting the OSC during the response phase, assessing injuries, determining damages, and overseeing wildlife rehabilitation during actual discharges. (For more specific roles and responsibilities of the USFWS during a spill, please refer to Part II, Section 1.2.1.).

The following list briefly summarizes the primary authorities which direct the USFWS in carrying out its responsibilities related to oil spill response and contingency planning:

1670.1 Fish and Wildlife Coordination Act

Requires consultation with the USFWS and State fish and wildlife Agencies in instances in which diversions or other modifications to water bodies are proposed, authorized, permitted, or licensed by a Federal agency under a Federal permit or license. It recognizes the vital contribution of fish and wildlife resources to the Nation and

requires coordination and equal consideration of fish and wildlife conservation with other water resources development objectives.

1670.2 Endangered Species Act

The purpose of the ESA is to conserve “the ecosystems upon which endangered and threatened species depend” and to conserve and recover listed species. Under the law, species may be listed as either “endangered” or “threatened”. Endangered means a species is in danger of extinction throughout all or a significant portion of its range. Threatened means a species is likely to become endangered within the foreseeable future. All species of plants and animals, except pest insects, are eligible for listing as endangered or threatened.

1670.3 Migratory Bird Treaty Act

This act makes it unlawful to pursue, hunt, kill, capture, possess, buy, sell, purchase, or barter any migratory bird, including the feathers or other parts, nests, eggs, or migratory bird products. Public Law 95-616 also ratified a treaty with the Soviet Union specifying that both nations will take measures to protect identified ecosystems of special importance to migratory birds from pollution, detrimental alterations, and other environmental degradations.

1670.4 Bald Eagle Protection Act

Provides for the protection of the bald eagle and the golden eagle by prohibiting the taking, possession and commerce of such birds. The USFWS has lead authority for the Secretary of the Interior within the geographic area covered by this Area Plan to prohibit unauthorized taking or possession of bald or golden eagles.

1670.5 National Wildlife Refuge System Administration Act

Provides directives for the administration and management of all areas (lands and waters) in the National Wildlife Refuge System. The USFWS is responsible for ensuring that all uses of these areas are compatible with the major purposes for which such areas were established.

1670.6 Anadromous Fish Conservation Act

Authorizes the Secretary of the Interior to enter into cooperative agreements with the States and other non-Federal interests for conservation, development, and enhancement of anadromous fish, including those in the Great Lakes.

Also authorizes the USFWS to conduct studies and make recommendations to U.S. EPA concerning measures for eliminating or reducing polluting substances detrimental to fish and wildlife in interstate or navigable waters, or their tributaries.

1670.7 Marine Mammal Protection Act

The Marine Mammal Protection Act (MMPA) was enacted in 1972 for the purpose of ensuring that marine mammals are maintained at, or in some cases restored to, healthy population levels. The original Act established a moratorium on the taking (under MMPA, "take" is defined as "to harass, hunt, capture, or kill or attempt to harass, hunt, capture, or kill any marine mammal") or importing of marine mammals except for certain activities which are regulated and permitted. These activities

include scientific research, public display, and the incidental take of marine mammals in the course of commercial fishing operations.

Under the MMPA, jurisdiction over marine mammals under the MMPA is split between two agencies, the U.S. Fish and Wildlife Service and the National Marine Fisheries Service. The U.S. Fish and Wildlife Service (F&WS) has jurisdiction over sea otters, polar bears, manatees, dugongs, and walrus while the National Marine Fisheries Service (NMFS) has jurisdiction over all other marine mammals.

1680 Protection of Historic Properties (National Historic Preservation Act)

Federal Departments and Agencies must ensure that historic properties are taken into account in their planning for and conduct of the emergency response under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). 40 CFR Section Part 300. The National Conference of State Historic Preservation Officers (NCSHPO), on behalf of State Historic Preservation Officers (SHPOs), will facilitate Federal agency ability to develop and execute a uniform nationwide approach for considering and treating historic properties before and during emergency response. In the event an individual SHPO is unable to respond, the Agency or Department may contact the NCSHPO or the Advisory Council on Historic Preservation (ACHP) to consider alternatives and receive assistance. Departments/Agencies must follow the National Historic Preservation Act of 1966, as amended (NHPA), P.L. 89-665, 16 U.S.C. Section 470 *et seq.*, and the regulations promulgated thereto during any response.

The NCP does not provide specific guidance for taking historic properties into account during emergency response to an actual or threatened release of a hazardous substance, pollutant or contaminant or the discharge of oil or other pollutants (hereinafter, a release or spill). Also, emergency provisions contained in the regulations implementing Section 106 of the NHPA do not directly address requirements for such emergency responses. Accordingly, an "emergency" shall be deemed to exist whenever circumstances dictate that a response action to a release or spill must be taken so expeditiously that normal consideration of the Section 106 process is not reasonably practicable.

1690 Alternative Response Technology Evaluation System (ARTES)

Non-traditional response technologies can be evaluated using the Alternative Response Tool Evaluation System (ARTES). ARTES is designed to provide On-Scene Coordinators (OSC) with a method for

evaluating additional response countermeasures in advance or during an oil or chemical spill. An OSC may use the ARTES for evaluating proposed conventional but unfamiliar countermeasures as well, such as alternative sorbents.

The OSC can use the ARTES as a means to rapidly evaluate unfamiliar products on an incident specific basis. During a spill, OSCs can be approached by vendors, responsible party representatives, Special Teams personnel, or members of their staff requesting that an optional cleanup countermeasure be considered. This optional countermeasure could be another viable "tool" for the OSC to use during a spill. The ARTES provides an evaluation program that will help the OSC and Regional Response Team (RRT) decide whether to use such less familiar cleanup tools. The ARTES evaluates a response tool on its technical merits and not economic factors.

16100 Specialized Monitoring of Applied Response Technology (SMART)

The need for protocols to monitor response technologies during oil spills has been recognized since the early 1980s. Technological advances in dispersant applications and in situ burning (referred to as *applied response technologies*) have resulted in their increased acceptance in several regions in the U.S. Many regions have set up pre-approval zones for dispersant and in-situ burn operations, and established pre-approval conditions, including the requirement for monitoring protocols. This reaffirms the need for developing national protocols to standardize monitoring, especially when the Federal Government assumes full responsibility for the response under the National Oil and Hazardous Substances Pollution Contingency Plan. Protocols are also needed to serve as guidelines for assisting or overseeing industry's monitoring efforts during spills.

In November 1997, a workgroup consisting of Federal oil spill scientists and responders from the U.S. Coast Guard, the National Oceanic and Atmospheric Administration, the U.S. Environmental Protection Agency, and the Centers for Disease Control and Prevention, convened in Mobile, Alabama to draft guidelines for generating this protocol. The workgroup built upon currently available programs and procedures, mainly the Special Response Operations Monitoring Program (SROMP), developed in 1994, and lessons learned during spill responses and drills. The result of this collaboration is the Special Monitoring of Applied Response Technologies (SMART) program.

SMART establishes a monitoring system for rapid collection and reporting of real-time, scientifically based information, in order to assist the Unified Command with decision-making during in situ burning or dispersant operations. SMART recommends monitoring methods, equipment, personnel training, and command and control procedures that strike a balance between the operational demand for rapid response and the Unified Command's need for feedback from the field in order to make informed decisions. SMART is not limited to oil spills. It can be adapted to hazardous substance responses where particulates air emission

should be monitored, and to hydrocarbon-based chemical spills into fresh or marine water.

16100.1 General Considerations and Assumptions

Several considerations guided the workgroup in developing the SMART guidelines:

- SMART is designed for use at oil spills both inland and in coastal zones, as described in the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR Part 300).
- SMART does not directly address the health and safety of spill responders or monitoring personnel, since this is covered by the general site safety plan for the incident (as required by 29 CFR 1910.120).
- SMART does not provide complete training on monitoring for a specific technology. Rather, the program assumes that monitoring personnel are fully trained and qualified to use the equipment and techniques mentioned and to follow the SMART guidelines.
- SMART attempts to balance feasible and operationally efficient monitoring with solid scientific principles.
- In general, SMART guidelines are based on the roles and capabilities of available Federal, state, and local teams, and NOAA's Scientific Support Coordinators (SSC). The SSC is often referred to in the document as Technical Specialist. Users may adopt and modify the modules to address specific needs.
- SMART uses the best available technology that is operationally feasible. The SMART modules represent a living document and will be revised and improved based on lessons learned from the field, advances in technology, and developments in techniques.
- SMART **should not** be construed as a regulatory requirement. It is an option available for the Unified Command to assist in decision-making. While every effort should be made to implement SMART or parts of it in a timely manner, **in situ burning or dispersant application should not be delayed** to allow the deployment of the SMART teams.
- SMART is not intended to supplant private efforts in monitoring response technologies, but is written for adoption and adaptation by any private or public agency. Furthermore, users may choose to tailor the modules to specific regional needs. While currently addressing monitoring for in-situ burning and dispersant operations, SMART will be expanded to include monitoring guidelines for other response technologies.
- It is important that the Unified Command agree on the monitoring objectives and goals early on in an incident. This decision, like all others, should be documented.

- 1700** Reserved
- 1800** Reserved
- 1900** Reserved for Area/District

2000 Command

2100 Unified Command

Historically, the success or failure of any response effort is often determined as much by the organization in place as by the availability of personnel and clean up equipment. One of the purposes of this plan is to ensure that all appropriate agencies in the Charleston area are aware of and involved in the local “oil spill response organization”. In this plan, the local oil spill response organization will be divided into two categories, planning and response. Both will be in place prior to a spill or release incident and will be periodically exercised and/or evaluated.

The U.S. Coast Guard is tasked by the National Contingency Plan with providing the predesignated Federal On-Scene Coordinator (FOSC) for oil and hazardous material spills and releases which effect or threaten navigable waters of the United States. As the FOSC, the Captain of the Port (COTP) heads the local multi-agency response team. This team must assess the situation and identify, select, and implement the most appropriate means of response. Often, decisions regarding critical response actions must be made quickly and with incomplete information. Failure to implement appropriate response actions quickly may result in the loss of the selected response action as an option, and will significantly increase the difficulty and costs associated with the containment, recovery, and restoration of natural resources.

In events significant enough to involve agencies other than the Coast Guard, response in the MSO Charleston area of responsibility will be based on the Unified Command System. The following Annexes in this plan list and describe the numerous key positions which should be filled during a “significant” response. To ensure the best possible response, it is essential that these positions be filled by the most qualified individuals. Who fills these positions depends on the particular incident, however, it is highly unlikely that they will all be from the Coast Guard or any other individual agency. It is highly possible that some of the key individuals may be employees of the responsible party. This is particularly true when cleanup by chemical means (eg. use of dispersants) is being considered.

Available to the FOSC, but not under the direct command of COTP Charleston, are advisory groups required by references (a) and (b). Those planning and response groups as well as the local response organization are described throughout this plan.

Refer to the Field Operations Guide (FOG) for the Incident Command System prepared by USCG, Office of Response (G-MOR-3) for specific information on all duties and positions. Refer to Appendix [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP Charleston zone.

2110 Unified Command – Command Structure

The National Contingency Plan (NCP) states that the basic format for the response management system is a structure that brings together federal and state agencies, and the responsible party, to achieve an effective and efficient response. This structure is commonly referred to as the Unified Command (UC). It should be noted that in this structure the FOSC retains ultimate authority in a response operation for decisions relating to it. However, the FOSC will exert his/her own authority independent of the UC only if other members are not present or are unable to reach consensus within a reasonable time frame.

The Unified Command is responsible for the overall management of the incident. They direct incident activities including the development and implementation of strategic decision and approve the order and release of resources. The Unified Command should be composed of the FOSC, State Incident Commander and a representative from the Responsible Party. In addition, the Command Staff also includes a Safety, Information and Liaison Officer positions, which are discussed in Sections 2120, 2200 and 2300. The Unified Command oversees and delegates responsibilities to four functional units, which are the Operations, Planning, Logistics and Finance/Administration Sections, which are further detailed in 3000-6000 of this plan.

The Unified Command for MSO Charleston COTP area of responsibility will consist of the U.S. Coast Guard, South Carolina Department of Health and Environmental Conservation (SCDHEC), the responsible party, county emergency managers and other federal/state agencies. The Unified Command will direct the tactical and strategic response to an oil spill with a unified position to ensure clear direction to the responsible party and efficient utilization of resources. OPA 90 clearly establishes that the FOSC has the ultimate responsibility for directing oil spill response including response objectives and strategies.

The Unified Command System is a management system. Because of its unique features, the UCS has the flexibility and adaptability to be applied to a wide variety of circumstances, both large and small. Below is a brief description of the UCS's major attributes. These attributes must be observed for the system to function as designed.

- UC is a management concept for coordinating responses to emergency incidents by two or more agencies, and was designed to accomplish the following:
- Improve information flow and interfaces among involved agencies
- Provide a forum to address all stakeholder concerns;
- Develop a single collective approach to an incident;
- Optimize the efforts of all agencies as they perform their respective missions;
- Reduce omissions; and Eliminate duplication of efforts.

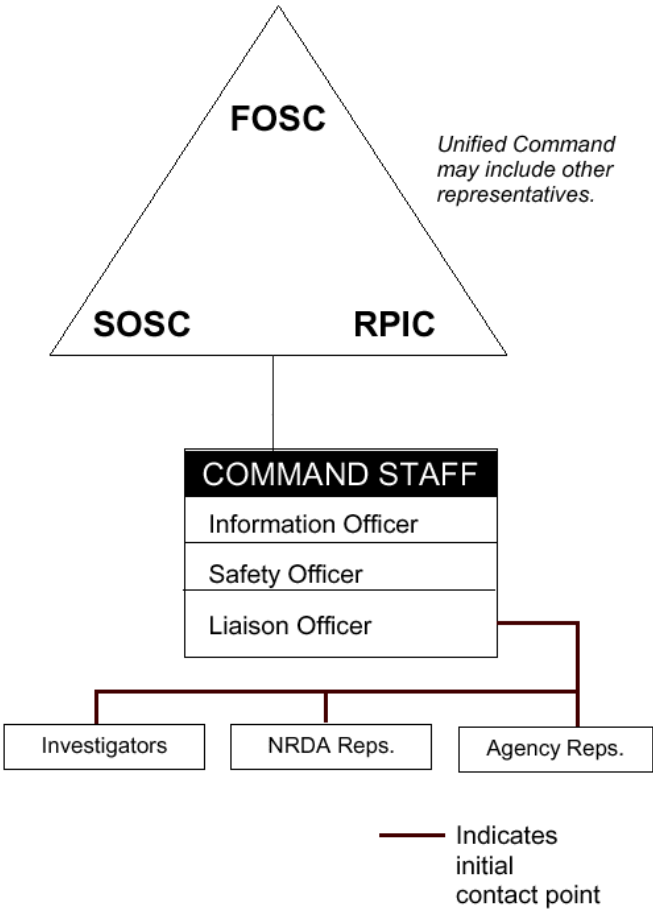


Figure 2-1 – Unified Command Structure Diagram

Charleston Area Contingency Plan

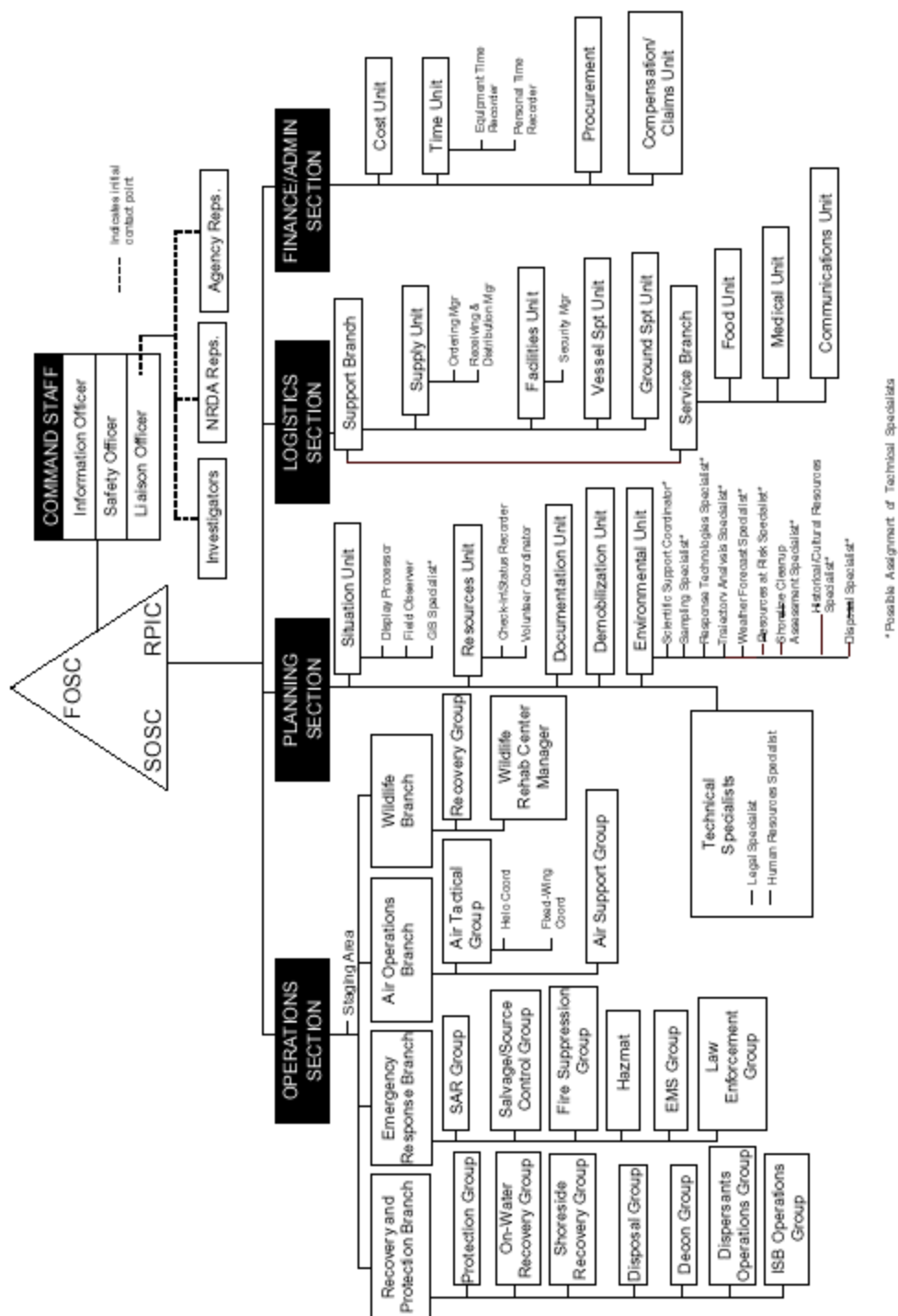


Figure 2-2 – Incident Command Structure Diagram

2110.1 Federal Representative

The NCP, 40 CFR 300, requires Federal On-Scene Coordinators (FOSCs) to direct response efforts and coordinate all other actions at the scene of a spill or release. The FOSC is the pre-designated Federal official responsible for ensuring immediate and effective response to a discharge or threatened discharge of oil or a hazardous substance. The U.S. Coast Guard designates FOSCs for the U.S. coastal zones, while the U.S. EPA designates FOSCs for the U.S. inland zones. The first federal official affiliated with an NRT member agency to arrive at the scene of a discharge should coordinate activities under the NCP and is authorized to initiate, in consultation with the FOSC, any necessary actions normally carried out by the FOSC until the arrival of the pre-designated FOSC. This official may initiate federal Fund-financed actions only as authorized by the FOSC.

The FOSC shall, to the extent practicable, and as soon as possible after the incident occurs, collect pertinent facts about the discharge, such as its source and cause. Identify responsible parties, the nature, amount, and location of discharged materials along with predicting the trajectory of discharged materials. Then determine whether the discharge is a worst case discharge, the pathways to human and environmental exposure, the potential impact on human health, welfare, safety and the environment and whether the discharge poses a substantial threat to the public health or welfare. Next, they identify the potential impact on natural resources and property, and discuss priorities for protecting human health, welfare and the environment. Lastly, they must ensure appropriate resource documentation.

The FOSC shall ensure that the trustees for natural resources are promptly notified of discharges. The FOSC shall coordinate all response activities with the affected natural resource trustees and shall consult with the affected trustees on the appropriate removal action to be taken. Where the FOSC becomes aware that a discharge may affect any endangered or threatened species, or their habitat, the FOSC shall consult with the appropriate Natural Resource Trustee.

2110.2 State Representative

South Carolina Department Of Health And Environmental Control (SCDHEC). SCDHEC is the state agency responsible for protecting and promoting public health and the environment. SCDHEC is designated a natural resource trustee in the State of South Carolina under the federal Comprehensive Environmental Response, Compensation and Liability Act.

2110.21 State On-Scene Coordinator (SOSC).

SCDHEC is also responsible for enforcing environmental law in the State of South Carolina. SCDHEC has been designated as the agency responsible for responding to, and investigating, spills and releases of oil and hazardous materials. SCDHEC

also designates a SOSC who is responsible for determining SCDHEC's level and method of response. For each environmental quality control (EQC) district, the plan enables the SOSC to appoint District On-Scene Coordinators (DOSCs). They work as the SOSC's agents and are empowered to represent the SOSC.

The State Incident Commander is responsible to ensure all pertinent resource, cultural, archaeological, environmental and economic issues are discussed and decisions within the UC are based on sound state specific information. This individual must be able to make decisions with minimal internal agency consultation.

2110.3 Responsible Party (RP) Representative

Each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge, into or upon the navigable waters or adjoining shorelines or the Exclusive Economic Zone is liable for the removal costs and damages specified in Subsection (b) of Section 1002 of OPA 90. Any removal activity undertaken by a responsible party must be consistent with the provisions of the NCP, the Regional Contingency Plan (RCP), the ACP, and the applicable response plan required by OPA 90. Each responsible party for a vessel or facility from which a hazardous substance is released, or which poses a substantial threat of a discharge, is liable for removal costs as specified in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) (42 U.S.C. 9601 et seq.). Section 4202 of OPA 90 states that these response plans shall:

- "(i) be consistent with the requirements of the National Contingency Plan and Area Contingency Plans;
- "(ii) identify the qualified individual having full authority to implement removal actions, and require immediate communications between that individual and the appropriate Federal official and the persons providing personnel and equipment pursuant to clause (iii);
- "(iii) identify, and ensure by contract or other means approved by the President, the availability of private personnel and equipment necessary to remove to the maximum extent practicable a worst case discharge (including a discharge resulting from fire or explosion), and to mitigate or prevent a substantial threat of such a discharge;
- "(iv) describe the training, equipment testing, periodic unannounced drills, and response actions of persons on the vessel or at the facility, to be carried out under the plan to ensure the safety of the vessel or facility and to mitigate or prevent the discharge, or the substantial threat of a discharge;
- "(v) be updated periodically; and
- "(vi) be resubmitted for approval of each significant change."

2110.31 Responsible Party's Liability

Oil Pollution Act of 1990 (OPA 90). As defined in OPA 90, each responsible party for a vessel or a facility from which oil is discharged, or which poses a substantial threat of a discharge, into or upon the navigable waters or adjoining shorelines or the Exclusive Economic Zone is liable for the removal costs and damages specified in Subsection (b) of Section 1002 of OPA 90. Any removal activity undertaken by a responsible party must be consistent with the provisions of the NCP, the Regional Contingency Plan (RCP), the Area Contingency Plan, and the applicable response plan required by OPA 90. If directed by the OSC at any time during removal activities, the responsible party must act accordingly.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA). Each responsible party for a vessel or facility from which a hazardous substance is released, or which poses a substantial threat of a release, is liable for removal costs as specified in CERCLA (42 USC 9601 et seq).

2110.32 Rights Of The Responsible Party

As long as the responsible party is taking appropriate action, the responsible party maintains their right to be in full partnership with the response effort and the Unified Command. That is:

- The Responsible Party has the right to be a fully participating member of the Unified Command and is expected to exercise that right;
- The Responsible Party has the right to a timely and accurate cost accounting of reimbursable government expenditures and, when practical, should be approached with all requests to bring government furnished equipment to the scene prior to mobilizing that equipment; and
- The Responsible Party has the right to offer dissenting opinions within the Unified Command.

2120 Safety

Coast Guard employees, other government employees, and contract personnel involved in oil spill response activities must comply with all applicable worker health and safety laws and regulations. The primary federal regulations are the Occupational Safety and Health Administration (OSHA) standards for hazardous waste operations and emergency response found in 29 CFR 1910.120.

This rule regulates the safety and health of employees involved in remedial operations at uncontrolled hazardous waste sites being cleaned up under government mandate and in certain hazardous waste treatment, storage, and disposal operations conducted under the Resource Conservation And Recovery Act of 1976 (RCRA). The regulations also

apply to both emergency response and post-emergency cleanup of hazardous substance spills. The definition of hazardous substance used in these regulations is much broader than CERCLA, encompassing all CERCLA hazardous substances, RCRA hazardous waste, and all DOT hazardous materials listed in 49 CFR Part 172. Thus, most oils and oil spill responses are covered by these regulations. The rules cover employee protection during initial site characterization and analysis, monitoring activities, materials handling activities, training, and emergency response. In addition, other regulations in general industry (part 1910), construction (part 1926), and the maritime industry (parts 1911 to 1925) may also apply. Also, any hazards for which OSHA does not have a standard could be addressed. Examples of these are heat and cold stress, since extreme temperatures and humidity can be reached in the southeast.

2130 Site Characterization

OSHA classifies an area impacted by oil as an uncontrolled hazardous waste site. However, the regulations do not automatically apply to an oil spill cleanup. There must be an operation that involves employee exposure or the reasonable possibility for employee exposure to safety or health hazards. A typical beach cleanup worker collecting tar balls of weathered oil or deploying sorbents to collect a sheen may not be exposed to a safety or health risk.

The role of the site safety and health supervisor (the Coast Guard District Occupational Health and Safety Coordinator could fill this position) is to assess the site, determine the safety and health hazards present, and determine if OSHA regulations apply. If an OSHA field compliance officer is on-scene, he or she should be consulted to determine the applicability of OSHA regulations. Disputes should be referred to the Department of Labor representative on the RRT.

The individual making the site characterization should communicate the hazards associated with the spill, and provide recommendations for the protection of workers' safety and health through a site safety plan. The responsibility for the health and safety of personnel supporting a pollution response mission rests with the On Scene Coordinator.

2140 Site Safety Plan Development

One of the key components of a safe and effective response is the early designation of a Safety Officer and the development of a comprehensive Site Safety and Health Plan. A Site Safety Plan is required when personnel must enter a contaminated area to mitigate oil pollution and is designed to protect entry personnel as much as possible. The Site Safety plan addresses the following areas:

- Objectives of the response;
- Organization and coordination;
- Identification of all hazards associated with the released product;
- Personnel protective equipment requirements;
- On-scene work plans;

- Communications;
- Emergency contingency plans;
- Decontamination procedures; and
- First aid.

At a minimum the plan should include health and safety hazard analysis for each site, task or operation with a comprehensive operations workplan. This should address personnel training requirements, personal protective equipment selection criteria and confined space entry procedures. In addition, it should detail an air monitoring plan, site control measures, and the format for pre-entry and pre-operations briefings. Refer to Appendix [9310 Site Safety Plan](#) for information necessary to develop a site safety plan and for an ICS compatible template.

2140.1 Safety Officer

The Safety Officer reviews the hazards and unsafe conditions attendant to the incident, and develops and maintains a site safety plan for the duration of Federal involvement. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan and all safety messages with the IAP. Refer to Appendices [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) and [9300 Draft Incident Action Plan \(IAP\)](#) for additional information and an IAP template. The Safety Officer also monitors activities for compliance with applicable safety laws and regulations. Specific responsibilities include:

- Participating in planning meetings.
- Identifying hazardous situations associated with the incident and advising responding personnel on methods of protection including personal protective clothing and response procedures.
- Reviewing the Incident Action Plan for safety implications.
- Exercising emergency authority to stop and prevent unsafe acts.
- As far as practicable, ensuring responders have qualifications to perform assigned tasks and that training performed is documented.
- Investigating accidents that have occurred within the incident area.
- Reviewing and approving the medical plan.
- Assigning assistants as needed.
- Developing the Site Safety Plan, and issuing to members of the Unified Command after approval.
- Keeping the Incident Commander informed regarding significant events, occurrences, or activities.
- Maintaining a log.

2140.2 Site Safety Plan Review

Once the plan is completed, it is reviewed by the Incident Commander and the OSC for approval. Initial and subsequent entries may be conducted only after the Site Safety plan is approved. Additionally, prior to entry, all entry personnel receive a thorough briefing to ensure everyone is fully aware of exactly what is to be done and what potential hazards exist. After approving the Site Safety Plan the FOSC will continue to monitor response, cleanup and disposal activities to ensure the completeness and to ensure all safety and environmental concerns are addressed.

2140.3 Plan Acceptance And Verification

All personnel on site, contractors and subcontractors included shall be informed of the site emergency response procedures and any potential fire, explosion, health or safety hazards related to the operation. This incident will be managed and operated under the "Unified Command System" as set forth by national, state and local standards. This plan must be reviewed and an agreement to comply with the requirements of this plan must be signed by all personnel prior to entering the exclusion zone or contamination reduction zone. Noncompliance with the site safety procedures will be grounds for reprimand and possible removal from site activities. A site safety officer will be appointed to develop, implement and verify compliance with the Site Safety and Health Plan. This plan is in effect upon approval and signature of the Unified Commander.

2140.4 Training Requirements

In oil spill responses where OSHA regulations apply, the OSC must ensure that paragraphs (b) through (o) of 29 CFR 1910.120 are complied with. Coast Guard personnel assigned to an MSO and routinely involved in pollution response should complete a 40-hour course meeting the OSHA training in paragraph (e) of 29 CFR 1910.120. Training records should reflect that OSHA requirements have been satisfied.

Contractors are responsible for certifying the training of their employees. OSHA has recognized the need to remove oil from the environment and has empowered the OSHA representative to the RRT to reduce the training requirement to a minimum of 4 hours for responders engaged in post emergency response operations. An example of a post emergency response effort is shoreline cleanup operations. The reduced training applies to all Coast Guard personnel and to the private sector. This information may be found in OSHA Instruction CPL 2-2.51. The level of training required depends on the potential for exposure. Workers required to use respirators must have 40 hours of off-site training. The OSHA field compliance officer should be contacted to ascertain the worker training requirements and develop an implementation plan to minimize the hazards of exposure to workers involved in cleanup operations.

Training requirements may vary from State to State. If State requirements are more restrictive they will preempt Federal requirements. The OSC should establish contact with the State OSHA representative, where applicable, to determine the State training requirement for oil discharge response.

2200 Information

Considering the high level of environmental awareness in many communities, any pollution incident is likely to generate interest from the public and the media. One or two inquiries by telephone can be handled by a short telephone interview with the Public Affairs Officer (PAO) or the appropriate Branch Chief. For large spills, it is not always possible to serve the people and the news media by conducting individual phone interviews. However, when significant media interest is anticipated, the PAO should generate a media release describing the incident, response efforts, future plans, and other details as necessary.

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants as necessary with the assistants representing assisting agencies and jurisdictions.

2210 Protocol for Access/Timing of Media Briefings

2220 Joint Information Center (JIC)

2220.1 Purpose

The purpose of the Joint Information Center (JIC) is to ensure timely and coordinated release of accurate information to the news media, internal and external audiences. While individual agencies and affected parties will continue to address their specific roles and duties in an oil spill or hazardous materials release, the JIC will serve as the focus of public affairs information relating to response activities.

During a major oil spill where media activity is expected to last several days, the lead Information Officer (IO) should establish a Joint Information Center (JIC) to coordinate the Public Affairs activities of participating agencies and parties. The role of the JIC is to provide multiple phone lines for incoming calls, staffed by knowledgeable individuals; and ensure State and Federal government Public Affairs Officers (PAOs) are available to the media. In addition the JIC develops and produces joint news releases under the Unified Command, and schedule, organizes, and facilitates news conferences.

It is recommended that the JIC be in the same building as the Command Center, but in a room separate from other sections. PAOs need to be close to the UC and other sections for effective

communication flow, but not so close as to disturb response operations. Equipment needs for the JIC vary, dependent on the size and impact of the incident, and media and public interest levels. If possible, a separate “Press Room” should be established for reporters’ use, at spills that attract a great deal of media interest. This room may be used by reporters covering the story, and would ideally be equipped with several phone lines and electrical outlets, and a couple of desks or tables and chairs. There should be a way to display maps, status boards, and other visual aids that could be used on-camera, and a table near the door for the latest news releases, fact sheets, and advisories. If there is room for seating and a podium with PA system, the press room is a good site for all formal news conferences. This allows TV news crews to set-up cameras in advance, and reporters to do stand-ups and call-ins from an easy, central location.

2220.2 Organization

The JIC is a flexible organization, and has allowances for varying the size of the staffing response to the magnitude of the response and available resources. Similarly, some members of the Charleston Area Committee provide a pool of well-trained public affairs specialists that can be used in a “surge capacity.”

This tab outlines the organization of the JIC and the specific duties and responsibilities of the JIC staff. The procedures outlined will serve as the basis for setting up and maintaining a JIC in support of the Charleston Area Contingency Plan (ACP).

2220.21 Information Officer

This position is held by a senior public affairs representative from one of the following:

- U.S. Coast Guard Marine Safety Office Charleston;
- South Carolina Department of Health and Environmental Control (SCDHEC);
- Responsible Party (or parties)
- Local fire department and/or emergency management agency

Only one Information Officer (IO) will be assigned per incident. The IO reports to the unified command and provides public relations advice and guidance to the Federal and State On-Scene Coordinators (FOSC and SOSC). The IO is also responsible for establishing and overseeing the JIC. The IO will:

- Ensure that a JIC is established and fully functioning.
- Establish public affairs goals and objectives for the incident that ensures accurate and timely information to the news media, citizens, governmental officials, elected officials and other interested parties.

- Speak to policy issues regarding their respective agency or company.
- Provide direction on handling controversial and sensitive spill response issues including the use of dispersants, in-situ burning, drug testing, enforcement investigations, access for news media, etc.
- Receive input on issues from the JIC supervisor.
- Establish a schedule for news conferences, briefings and public informational meetings.
- Prepare the FOSC and SOSC for news conferences and briefings.
- Assist with logistics for VIP tours/visits.
- Resolve disputes that may arise regarding public affairs issues between agencies and responsible parties.

2220.22 Joint Information Center Supervisor

An experienced public affairs/information specialist with working knowledge of response issues and the Incident Command System will hold this position.

The JIC supervisor is responsible for managing the JIC under the direct guidance of the IO. The JIC supervisor will:

- Ensure public information staff is assigned to appropriate positions within the JIC.
- Assess skills, capabilities and interests of available public information staff (with assistance of the IO) and match staff with appropriate positions when possible.
- Review information supplied by information coordinators and determine appropriate method for dissemination.
- Elevate unresolved or sensitive issues to the IO.
- Ensure news media updates, news releases and fact sheets are distributed to JIC staff, on-site news media, off-site agency officials and other interested parties.
- Provide orientation for newly arriving or assigned public information staff (this task may be delegated to the JIC deputy supervisor or other staff as appropriate).
- Performs the duties of the JIC deputy supervisor if none is assigned.

2220.23 Joint Information Center Deputy Supervisor

This position will be held by an experienced public affairs/information specialist and will be from a different agency/organization than the JIC supervisor.

Reports to the JIC supervisor and carries out assignments as given. The JIC deputy supervisor manages the Media Relations Coordinator, Community Relations Coordinator and Internal Relations Coordinator and is expected to be able to carry out all of the responsibilities of the JIC supervisor when necessary. May be called upon to be JIC supervisor during the night shift.

2220.24 Media Relations

Positions in this group are staffed by experienced public affairs/information specialists that have local knowledge of the area (for example, geographical features) and the news media.

The media relations group reports to the JIC deputy supervisor and is responsible for answering news media inquiries. This group is also responsible for setting up facilities for news conferences and briefings. The following are specific responsibilities for this group.

2220.24.1 Media Relations Coordinator

Responsible for ensuring that news media inquiries are responded to in a timely and accurate manner. Works with the JIC deputy supervisor to ensure requests for information are responded to in a timely and manner. Ensures all media relations staff has the most current information on the spill response effort. Performs the duties of the Release Writer if none is assigned.

2220.24.2 Release Writer

Writers must have solid journalistic abilities and be proficient with computers/word processing software. The release writer(s) will draft all news media updates, news releases and fact sheets as directed by the JIC supervisor or media relations coordinator.

2220.24.3 Media Phone Staff

Ideally, this staff will include at least one representative each from the U.S. Coast Guard, South Carolina Department of Health and Environmental Control, responsible party and local government. The phone staff will:

Answer inquiries from the media.

Direct reporter calls to appropriate media phone staff when an “agency” or “responsible party” response is warranted.

Provide the media relations coordinator with questions and “rumors” that need to be researched or checked-out.

2220.24.4 Remote Site Media Liaison

Monitor news coverage and:

- Provide answers and written materials to reporters who are at the field command post location.
- Work with the media relations coordinator to locate appropriate staff for one-on-one interviews when warranted.

- Escort reporters and photographers through the field command post as necessary.
- Set up facility for on-site news conferences and facilitate “pool” coverage when necessary.
- Provide direction to field locations as appropriate.

2220.25 Community Relations

Positions in this group are staffed by experienced public outreach, legislative or public affairs/information specialists that have local knowledge of the area and governmental affairs of South Carolina.

The community relations group reports to the JIC deputy supervisor and is responsible for responding to inquiries from citizens, organizations and local, state and Congressional representatives or staffs. Determines information needs of the local community and discusses methods to meet those needs with the JIC deputy supervisor and the IO. Following are specific responsibilities for this group.

2220.25.1 Community Relations Coordinator

Responsible for ensuring that an effective community relations group is established. The community relations coordinator will:

- Make sure activities are coordinated among the various agencies and the responsible party.
- Determine information needs of the local community (including “rumors”) and discusses methods to meet those needs with the JIC supervisor and IO.
- Establish point-of-contact for local citizens to obtain spill/release information.
- Convey citizen issues to the JIC supervisor and IO.
- Assess need to establish community spill information repository or information center.
- Assess possibility of utilizing community cable access.

2220.25.2 Community Relations Staff

The community relations staff will:

- Represent their respective agency or the responsible party.
- Respond to inquiries from citizens, organizations and governmental entities.
- Monitor the “pulse” of the local community.
- Provide “rumor” information to the community relations coordinator for assessment.
- Discuss information needs and determine appropriate methods to meet those needs with the community relations coordinator.
- Coordinate visits and tours by government officials.

2230 Media Contacts

The Unit Public Affairs Officer is the Unit point of contact for contacting local media. During an incident all media inquiries should be referred to the JIC. Refer to Appendix [9240.2 Media \(Television, Radio, Newspaper\)](#) for additional information.

2300 Liaison

The Liaison Officer is the point of contact for personnel from assisting and cooperating agencies. The Liaison Officer will proactively coordinate with state and local government officials, keeping them advised of the situation and anticipated actions and soliciting their concerns. Refer to Appendix [9200 Personnel and Services Directory](#) for a list of federal, state and local trustees, agency representatives and environmental, economic and political stakeholders.

2310 Investigators

2310.1 Federal

2310.11 U. S. Coast Guard Investigative Service (CGIS)

CGIS Agents are available to investigate criminal violations of environmental laws enforced by the Coast Guard. CGIS should be notified and consulted regarding all cases that may be referred to the Department of Justice for criminal prosecution. CGIS Agents are trained criminal investigators who are familiar with the legal issues associated with prosecution of a criminal case. Additionally, CGIS Agents regularly work with agents of other Federal, State, and local law enforcement agencies and frequently become aware of violations of environmental laws and ongoing criminal investigations through these sources. Frequently, after a case is accepted for prosecution, but before it goes to trial, the Department of Justice attorney prosecuting the case will require case investigation assistance in the form of service of grand jury subpoenas, further witness interrogation or other such follow-up. While it is often difficult for MSO personnel to commit the time necessary to fulfill this need, a CGIS Agent can serve as "case agent" for Department of Justice Attorneys on Coast Guard investigations and have experience in performing this function.

CGIS Agents work for the Commandant under the direction of the regional Special Agent in Charge (SAC). Requests for an agent's services on a case must be requested by a unit's commanding officer via the District Commander. Oral requests should be followed by written confirmation. The SAC must determine to what extent military and civilian agents are authorized to support the various requests for assistance. It should also be recognized that the ability of CGIS to commit criminal investigative resources to a particular case is limited

by investigative workload. In instances in which a Coast Guard special agent cannot be made available immediately, the SAC may be able to obtain criminal investigative assistance from other agencies, such as the EPA or the FBI.

Unless expressly directed by the Chief of CGIS or higher authority, CGIS will not conduct an environmental crime investigation in a COTP zone without first notifying and, thereafter, coordinating with the COTP. Likewise the COTP should avoid committing the Coast Guard to participation in criminal investigations, either solely or in coordination with other enforcement agencies, without first consulting the District Commander who will ensure appropriate coordination with CGIS. In the event exigent circumstances require the initiation of a criminal investigation before such notification or consultation can occur, the required communication must occur as soon as practical thereafter. Finally, all unit commanders should keep in mind that, once a case is accepted for criminal investigation by CGIS, CGIS agents are required to follow procedures outlined in the CGIS Investigations Manual, COMDTINST M5527.1 (series).

2310.12 USEPA Criminal Investigations Division (EPA CID)

The Criminal Investigation Division (CID) investigates allegations of criminal wrongdoing prohibited by various environmental statutes. Such investigations involve, but are not limited to, the illegal disposal of hazardous waste; the export of hazardous waste without the permission of the receiving country; the illegal discharge of pollutants to a water of the United States; the removal and disposal of regulated asbestos containing materials in a manner inconsistent with the law and regulations; the illegal importation of certain restricted or regulated chemicals into the United States; tampering with a drinking water supply; mail fraud, wire fraud, conspiracy and money laundering relating to environmental criminal activities. CID Special Agents are sworn federal law enforcement officers with statutory authority to conduct investigations, make arrests for any federal crime and to execute and serve any warrant.

2310.13 National Transportation Safety Board (NTSB)

The National Transportation Safety Board is an independent Federal agency dedicated to promoting aviation, railroad, highway, marine, pipeline and hazardous materials safety. Established in 1967, the agency is mandated by Congress through the Independent Safety Board Act of 1974 to investigate transportation accidents, determine the probable causes of the accidents, issue safety recommendations, study transportation safety issues, and evaluate the safety effectiveness of government agencies involved in

transportation. The Safety Board makes public its actions and decisions through accident reports, safety studies, special investigation reports, safety recommendations, and statistical reviews

In accordance with the CG/NTSB MOU and 46 CFR 4.40-15(b), the NTSB shall conduct the investigation of certain major marine and public/nonpublic vessel casualties. Except for the preliminary investigation, a separate Coast Guard casualty investigation will not be conducted, nor will parties in interest be designated by the Coast Guard. Although these investigations are conducted by the NTSB in accordance with their procedures, the Coast Guard will participate fully as a party. The OCMI should maintain daily contact with Commandant (G-MOC) during the investigation.

After the NTSB investigator in charge (IIC) has had an opportunity to determine the central issues of the accident, the various parties participating in the investigation may be assigned to groups, each responsible for gathering certain facts. The number of NTSB investigators assigned and the number of investigative groups formed generally will depend upon the severity of the casualty. In many cases, there will be only one "group." The NTSB prefers that individuals possessing various skills, such as experienced investigators or technicians, be assigned to represent parties within the assigned groups. The Coast Guard will always be designated as a party and, as such, will provide personnel to participate in investigative groups. The OCMI will normally appoint at least one I.O. to participate in witness interviews. When several groups are formed to investigate a severe casualty, the Commandant or district commander will appoint an individual to serve as Coast Guard liaison with the NTSB team. Additional personnel may be designated to participate in the investigative groups. Such personnel should have some training and experience in the subject matter to be investigated by the group. Examples of groups that may be proposed include weather, witnesses, structures, recorded communications, course recorder, operations, engineering, and human factors. NTSB procedures require that each group shall be led by an NTSB investigator. Under the direction of the group chairperson, each group will perform the task(s) assigned to it.

2310.2 State

2310.21 South Carolina Law Enforcement Division (SLED)

2320 Federal/State/Local Trustees

2320.1 Federal Trustees

Unless delegated to an Authorized Official, the Secretary of the Interior is the natural resource trustee for the natural resources managed or controlled by the following DOI Bureaus:

- **NPS:** National parks, national monuments, national historic sites, national recreation areas, and wild and scenic rivers;
- **USFWS:** National wildlife refuges, national fish hatcheries, waterfowl production areas, migratory birds, threatened and endangered species, and anadromous fish.
- **BLM:** Public lands and federally owned minerals (underlying private as well as public lands).
- **BIA:** In cases where the United States acts on behalf of a Native American Tribe, the Secretary of the Interior also acts as trustee for natural resources for which the tribe would otherwise act as trustee, i.e., reservations and other lands or natural resources held in trust for the tribe including off-reservation natural resources).

The Secretary of Agriculture is trustee for the national forests and national grasslands.

The Secretary of Commerce, through the National Oceanic and Atmospheric Administration (NOAA), is trustee for lands under their administration; certain federally listed species; marine mammals; and marine, anadromous, and some Great Lakes fishes.

The Secretary of Defense is trustee for military lands and USACE project lands.

The Secretary of Energy is trustee for DOE lands and facilities.

2330 Agency Reps

2340 Stakeholders

See appendix 9250 Stakeholders

2340.1 Environmental

2340.2 Economic

2340.3 Political

2400 Reserved

2500 Reserved

2600 Reserved

2700 Reserved

2800 Reserved for Area/District

3000 Operations

The **Operations Section** is responsible for the tactical implementation of all forces used to mitigate the incident. The Operations Section expands to meet the needs of the incident action plan. It is critical that the Planning and Operations Sections have early consultation to ensure the tactical operations envisioned in planning can be implemented based upon existing response resource capabilities and conditions. The Operations Section and each subsection should incorporate the appropriate members from the Unified Command agencies and/or their contractors.

3100 Operations Section Organization

Refer to the Field Operations Guide (FOG) for the Incident Command System prepared by USCG, Office of Response (G-MOR-3) for specific information on all duties and positions. Refer to [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP.

The Operation Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises and directs elements in accordance with the IAP and the Site Safety Plan. In addition, this Chief directs the preparation of unit operational plans, requests and releases resources, makes changes to the IAP as necessary and reports to the Incident Commander. As a part of this overall responsibility the Operations Section shall:

- Organize and manage the Operations Section branches and units.
- Assist the Incident Commander in developing tactical objectives for the incident.
- Assist the Planning Section in defining strategic response goals and tactical operational objectives detailed in the Incident Action Plan.
- Develop detailed mission assignments, sortie schedules, duty lists, and operational assignments to accomplish the strategic response goals and tactical operational objectives.
- Brief Operations Section personnel on the result of meetings, contents of incident Action Plans, and other matters related to section operations.
- Coordinate emergency response operations carried out by third parties, including oil spill cooperatives, response contractors/organizations, specialized service companies, and/or government agencies.
- Work with Safety Officer to characterize the safety and health implications of an incident and the threat it poses to the health and welfare of people working or living in the vicinity of an incident.
- If necessary, work with Safety Officer, Procurement Branch Director, and Technical Specialists to identify and obtain the services of skilled contract personnel to conduct air or water dispersion modeling to identify the hazard footprint from an emitted or discharged hazardous material.
- Obtain regular weather forecasts Environmental Branch Leader and keep Operations Section personnel informed of changing weather conditions.
- Facilitate the display of information that summarizes the nature and status of field response operations, including:

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- Charts depicting the location of the incident, the location of any spilled or emitted material, trajectory or modeling information, and Division/Group assignments.
- A status board listing the major equipment and manpower resources assigned to each group.
- Section organization chart and assignments.
- The names of Group Supervisors and guidance on how to contract them in the field.
- Event chronology and attendant reports.
- Identify additional response resources required or recommend the release of resources to the Unified Command.
- Evaluate and report to the Unified Command on status of Section's assigned responsibilities, as scheduled.

Refer to Appendices [9100 Emergency Notification](#), [9200 Personnel and Services Directory](#) for additional information.

3110 Organization Options

The Operations Section may be comprised of any or all of the below Branches, Groups and Divisions.

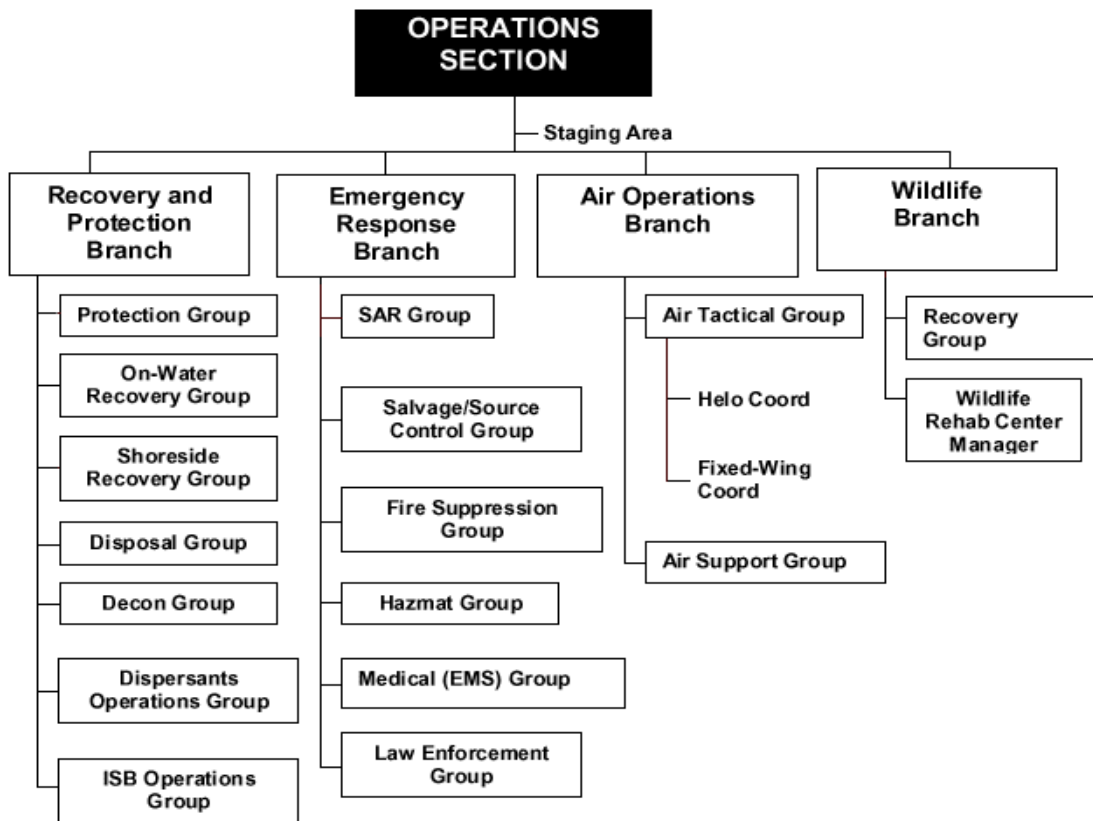


Figure 3-1 – Operations Section Diagram

3200 Recovery and Protection

The Recovery and Protection Branch is responsible for overseeing and implementing the protection, containment, and cleanup activities established in the Incident Action Plan. The Recovery and Protection Branch Director reports to the Operations Section Chief. The Recovery and Protection Branch Director shall:

- Review Common Responsibilities.
- Participate in planning meetings as required.
- Develop operations portion of the Incident Action Plan.
- Brief and assign operations personnel in accordance with the Incident Action Plan.
- Supervise operations.
- Determine resource needs.
- Review information about special activities, events, and occurrences to Operations Section Chief.
- Maintain Unit/Activity Log (ICS 214)

Refer to Appendix [9730.5 Shoreline Assessment Manual](#), [9730.6 Shoreline Countermeasures Manual](#), [9730.7 Mechanical Protection Guidelines](#), and [9740 Geographic Response Plans](#) for more information.

3210 Protection

The Protection Group is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces, and single resources. The Protection Group Supervisor reports to the Protection Group Supervisor shall:

- Review Common Responsibilities.
- Implement Protection Strategies in Incident Action Plan.
- Direct, coordinate and assess effectiveness of protective actions.
- Modify protective actions as needed.
- Brief the Recovery and Protection Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3220 Recovery

See appendix [9730.5 Shoreline Assessment Manual](#), [9730.6 Shoreline Countermeasures Manual](#), and [9730.7 Mechanical Protection Guidelines](#)

3220.1 On-Water Recovery

The Water Recovery Group is responsible for maintaining on water oil recovery activities, and enforcing any safety zones in effect. The Water Recovery Group Supervisor reports to the Recovery and Protection Branch Director. The Water Recovery Group Supervisor shall:

- Review Common Responsibilities.
- Direct the delivery, deployment, and operation of afloat resources.

- Control all afloat assets necessary to enforce any safety zones in affect.
- Provide a field status of skimming operations to the Operations Section Chief.
- Maintain estimates of product recovered.
- Identify logistical support needs of skimming operators.
- Ensure recovery and holding containers operate efficiently.
- Propose alternate strategies based on field results and conditions.
- Oversee the work of the field personnel:
 - Make/verify assignments.
 - Establish/review reporting requirements.
 - Hold planning and briefing meetings.
 - Emphasize communication and teamwork.
 - Resolve conflicts.
- Ensure that assigned personnel have the equipment, materials, and supplies needed to carry out their duties in a safe, efficient, and effective fashion.
- Provide Operations Section Chief with recommendation on the timing of the release of equipment and/or manpower no longer needed for on land operations.
- Report to Operations Section Chief on the status of afloat operations, as scheduled.

3220.2 Shoreside Recovery

The Shoreside Recovery Group is responsible for overseeing and implementing the containment, cleanup, temporary storage and disposal of waste as identified by the Planning section. The branch leader reports to the Operations Section Chief and is responsible for the deployment of containment, diversion, and absorbing boom in locations. The Shoreside Recovery Group Supervisor reports to the Recovery and Protection Branch Director. The Shoreside Recovery Group Supervisor shall:

- Review Common Responsibilities.
- Manage the personnel and equipment necessary to accomplish shoreline recovery and cleanup objectives established in the Incident Action Plan.
- Comply with booming priorities and provide realistic booming completion times.
- Deploy and maintain booms, dikes, or other protection devices as directed to accomplish protection, diversion, or containment strategies, and modify planned strategies as required by actual field conditions.
- Report on the efficiency of shoreline recovery and cleanup methods.
- Maintain booms and mooring systems and ensure that product which has been contained, diverted, or captured is recovered.
- Maintain estimates of recovered oil and waste generated by response operation.

- Develop tactical strategies for on land response operations, and identify heavy equipment, containment booms, recovery equipment, pressure washer, pumps, sorbent materials, or any other equipment to be used to contain and recover spilled oil.
- Identify protection resource and logistics needs, including boom types, lengths, mooring systems, and vessel support requirements.
- Propose alternative protection strategies based on field results and environmental conditions.
- Ensure that assigned personnel have the equipment, materials, and supplies needed to carry out their duties in a safe, efficient, and effective fashion.
- Oversee the work of the field personnel:
 - Make/verify assignments.
 - Establish/review reporting requirements.
 - Hold planning and briefing meetings.
 - Emphasize communication and teamwork.
 - Resolve conflicts.
- Request Natural Resource Trustees sign off on shoreline cleanup activities.
- Ensure that assigned personnel have required level of safety training.
- Provide Operation Section Chief with recommendations on the timing of the release of equipment and/or manpower no longer needed for on land response operations.
- Ensure that appropriate documentation is compiled on response operations and copies are forwarded to Planning and Finance Sections.
- Report to the Operations Section Chief on the effectiveness of booming and other to shoreline cleanup methods, as scheduled.
- Maintain Unit/Activity Log (ICS 214).

3220.3 Shoreline Cleanup Options

3220.4 Beach Pre-Impact Cleanup

3220.5 Storage

3230 Disposal

The Disposal Group is responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials. Depending on the size and location of the spill, the disposal groups may be further divided into teams, task forces, and single resources. The Disposal Group Supervisor reports to the Recovery and Protection Branch Director. The Disposal Group Supervisor shall:

- Review Common Responsibilities.
- Implement disposal portion of Incident Action Plan.
- Ensure compliance with all hazardous waste laws and regulations.
- Maintain accurate records of recovered material.

- Brief Recovery and Protection Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3230.1 Waste Management and Temporary Storage Options

Disposal options vary with the nature and amount of the waste, and include use in asphalt manufacturing, cement manufacturing, brick manufacturing, as a fuel in an industrial boiler, incineration, disposal in a permitted wastewater treatment facility, and disposal in a permitted landfill. The State operates no commercial disposal facilities, and disposal approvals will always be contingent on the facility's acceptance of each waste. Therefore, the generator must obtain agreement to accept the waste from the facility prior to applying to DHEC for approval. Waste management and transportation companies are familiar with changing regulations in South Carolina and other states, and are especially well qualified to arrange cost-effective disposal for each type and quantity of waste at the various disposal and reuse facilities. These companies are also equipped to arrange short-term storage while disposal options are pursued.

For a waste to be accepted into a wastewater treatment facility, it must meet conditions imposed by the General Pretreatment Regulations (Section 403 of the Federal Water Pollution Control Act, as amended), must be in accordance with a pretreatment program developed by the facility and approved by DHEC, and must be in accordance with DHEC's approval for transportation of that waste to the facility. The facility may impose additional restrictions and conditions as allowed by sewer use ordinances.

In order for a waste to be accepted into a nonhazardous waste landfill, the generator must have determined the waste to be nonhazardous, and the landfill which is to receive the waste must have either a permit from DHEC for disposal of that specific waste, or an approval from DHEC on a case by case basis. The generator of the waste, with assistance from the landfill operator and waste hauler, provides information about the waste to be used to apply to DHEC for disposal approval. In the approval, special conditions may be imposed, as needed, to allow for proper management of that waste. The landfill may impose additional restrictions and conditions, or may decline to accept the waste.

Acceptance of nonhazardous waste at asphalt, cement, and brick manufacturing facilities must be in compliance with applicable permits and with specific disposal approval from DHEC.

Disposal issues must be coordinated with the Waste Assessment Branch of DHEC's Columbia office and also the DHEC district office hazardous waste consultant.

The Resource Conservation and Recovery Act (RCRA), found in 40 CFR 260-266 & 270, is intended to promote the protection of health and the environment, and to conserve valuable material and energy resources by providing guidelines for solid waste collection,

transportation, separation, recovery, and disposal practices and systems.

In South Carolina, the Department of Health and Environmental Control (DHEC) has passed regulations at least as protective as RCRA, and has authorization from the Environmental Protection Agency to enforce RCRA in the State. The South Carolina Hazardous Waste Management Regulations (R.61-79) and Solid Waste Regulations (R.61-107.1, R.61-107.2, R.61-107.3, R.61-107.4, R.61-107.5, R.61-107.6, R.61-107.10, R.61-107.11, R.61-107.12, R.61-107.14, and R.61-107.258.) promulgated pursuant to sections 44-45-10 thru 44-56-140 and sections 44-96-10 thru 44-96-160 of the 1976 South Carolina Code of Laws, establish requirements for management of both hazardous and nonhazardous wastes.

3230.11 Classifications

The Hazardous Waste Management Regulations require generators of wastes to make a determination as to whether that waste is hazardous or nonhazardous. A waste may be hazardous either because it is specifically listed or because it meets one of the characteristics (ignitability, corrosivity, reactivity, or toxicity) of a hazardous waste, as described by the regulations. Xylene is an example of a listed hazardous waste. Leaded gasoline would meet the characteristics of both ignitability (flash point less than 140 degrees F) and toxicity (greater than 5 parts per million lead and greater than 0.5 parts per million benzene as determined by the toxicity characteristic leaching procedures).

3230.11.1 Hazardous

If a waste is hazardous, a generator must submit a notification to DHEC. While he arranges (through an authorization process) for a permitted facility to treat, store, or dispose of his waste, he must ensure that his wastes are properly containerized, labeled, and secured. The waste must be transported by a permitted hazardous waste transporter under a manifest system to the authorized facility. Records must be kept by the generator, and a quarterly report must be filed with DHEC. When recovered and reused, wastes are excluded from regulation. However, full compliance is required up to the point of reuse. Lists of permitted hazardous waste facilities and transporters are attached.

3230.11.2 Nonhazardous

Nonhazardous wastes are not as stringently regulated. While disposal is being arranged with a properly permitted facility and disposal approval is being obtained from DHEC, nonhazardous wastes must be stored in a manner

that prevents health and safety problems and releases to the environment.

3230.2 Decanting Policy

Procedures, guidance, and standards for the proper contact water disposal or decanting operations. Given the indicators noted above and other indicators identified during the pollution incident, the OSC/Unified Command must determine a standard for the disposal of contact water into U.S. navigable waters. Any of the following proposals or combinations thereof may be chosen to support the operation. Although these standards are not all inclusive, they may be used as a starting point from which to develop a standard that would best serve the conditions of the pollution incident set before the OSC/Unified Command.

3230.21 Discharge to the Point of Pure Pollutant.

This standard maximizes the amount of pure pollutant remaining in the storage resource. Monitoring is conducted by visual observation at the point of discharge. Decanted oil/water mixture is discharged into an area surrounded by containment boom that can be controlled by releasing the substance into a non-sensitive area or recovering the discharged substance. Pump rates of the decanted oil/water mixture into the contained area should be monitored and controlled closely with shutdown procedures well known by the personnel conducting the operation.

3230.22 Sheen Test

This standard ensures the amount of pollutant remaining in the storage resource is a near oil/water mixture. This standard essentially controls the discharge to the point of the definition of a "harmful quantity". Monitoring is conducted by visual observation at the point of discharge. Decanted oil/water mixture is discharged into an area surrounded by containment boom that can be controlled by releasing the substance into a non-sensitive area or recovering the discharged substance. Pump rates of the decanted oil/water mixture into the contained area should be monitored and controlled closely with shutdown procedures well known by the personnel conducting the operation.

3230.23 Discharge Testing/Analysis.

This standard is the most conservative approach and controls the discharge to the desired the amount of pollutant acceptable by the OSC/Unified Command being released into U.S. navigable waters. Monitoring is conducted by testing and laboratory analysis from samples taken at the discharge point. Decanted oil/water mixture is discharged into a area surrounded by containment boom that can be controlled by

releasing the substance into a non-sensitive area or recovering the discharged substance. Pump rates of the decanted oil/water mixture into the contained area should be monitored and controlled closely with shutdown procedures well known by the personnel conducting the operation. The limiting factor in conducting this type of monitor is the sample analysis time and the ability to proceed with the operation uninhibited. Where possible, within planning and preparedness efforts, sampling protocols identifying acceptable discharge levels and technical teams to conduct this monitoring procedures should be developed prior to the event.

3230.3 Sample Waste Management Plan

3240 Decontamination

The Decontamination Group is responsible for decontamination of personnel and response equipment in compliance with approved statutes. The Decontamination Group Supervisor reports to the Recovery and Protection Branch Director. The Decontamination Group Supervisor shall:

- Review Common Responsibilities.
- Implement Decontamination Plan.
- Determine resource needs.
- Direct and coordinate decontamination activities.
- Brief Site Safety Officer on conditions.
- Brief Recovery and Protection Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3240.1 Sample Decon Plan

3250 Dispersants

See 7th District Electronic Plan

3250.1 Dispersant Options

3250.2 Dispersant Checklists

3250.3 Preauthorized Zones

3250.4 Dispersant Response Plan Worksheet

3250.5 SMART Protocol

[16100 Specialized Monitoring of Applied Response Technology \(SMART\)](#)

[9730.8 SMART Manual](#)

3250.6 Types of Equipment Required

3260 In-Situ Burning

See 7th District Electronic Plan

3260.1 ISB Options

3260.2 ISB Checklists

3260.3 Preauthorized Zones

3260.4 Types of Equipment Required

3270 Bioremediation

3300 Emergency Response

The Emergency Response Branch is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation. The Emergency Response Branch Director reports to the Operations Section Chief. The Emergency Response Branch Director shall:

- Review Common Responsibilities.
- Participate in planning meetings as required.
- Develop operations portion of Incident Action Plan.
- Supervise operations.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Report information about special activities, events, and occurrences to Incident Commander.
- Maintain Unit/Activity Log (ICS 214).

3310 Search and Rescue

The Search and Rescue (SAR) Group is responsible for prioritization and coordination of all SAR missions directly related to a specific incident. The Search and Rescue Group Supervisor reports to the Emergency Response Branch Director. The Search and Rescue Group Supervisor shall:

- Review Common Responsibilities.
- Prioritize SAR missions.
- Determine resource needs.
- Direct and coordinate SAR missions.
- Manage dedicated SAR resources.
- Brief Emergency Response Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3310.1 SAR Area Resources

3320 Salvage/Source Control

The Salvage Group is responsible for coordinating and directing all salvage activities related to the incident. Where an oil-carrying vessel is involved, the Salvage Group Supervisor will provide assistance to the Emergency Response Branch Director and the vessel operator in coordinating damage control and lightering operations and provide technical liaison. The Salvage Group Supervisor reports to the Emergency Response Branch Director. The Salvage Group Supervisor shall:

- Review Common Responsibilities.
- Direct and manage salvage resources to accomplish tactical operational objectives as directed.
- Obtain preliminary information on extent of vessel's damage, as well as stability and strength conditions. Assess damage to affected vessel, and attempt to control pollution source and minimize further damage.
- Work with vessel operator to identify source of pollution and measures to mitigate or stop.
- Conduct situation investigations, grounding surveys, and analyze salvage problems.
- Plan and carry out emergency lightering operations.
- Plan and carry out salvage operations.
- Identify salvage resources and logistics support needs.
- Direct and manage fire-fighting resources to accomplish tactical operational objectives as directed.
- Work with Emergency Response Branch Director to develop a plan to address any discharge that may occur during the movement of a disabled or damaged vessel or barge.
- Assist in preparation and review of a salvage/lightering plan with Emergency Response Branch Director for final approval by the Incident Commander.
- Keep vessel salvage personnel informed of changing weather conditions.
- Report to Emergency Response Branch on the status of salvage, as scheduled.
- Maintain Unit/Activity Log (ICS 214).

3320.1 Assessment and Survey**3320.2 Stabilization****3320.3 Specialized Salvage Operations****3320.4 Types of Equipment Required****3320.5 Salvage Guidelines**

3330 Marine Fire Fighting

The Fire Suppression Group is responsible for coordinating and directing all fire fighting activities related to the incident. The Fire Suppression Group Supervisor reports to the Emergency Response Branch Director. The Fire Suppression Group Supervisor shall:

- Review Common Responsibilities.
- Prioritize responses to fires related to the incident.
- Identify fire fighting resources and logistics support needs.
- Plan and carry out fire fighting operations.
- Determine need and request additional resources.
- Direct and coordinate fire-fighting mission.
- Manage dedicated fire fighting resources.
- Conduct situation investigations, fire surveys, and analyze fire-fighting problems.
- Brief Emergency Response Branch on activities.
- Maintain Unit/Activity Log (ICS 214).

3340 Hazmat

The HAZMAT Group is responsible for coordinating and directing all hazardous materials activities related to the incident. The HAZMAT Supervisor reports to the Emergency Response Branch Director. The HAZMAT Group Supervisor shall:

- Review Common Responsibilities.
- Prioritize HAZMAT responses related to the incident.
- Identify HAZMAT resources and logistics support needs.
- Plan and carry out HAZMAT operations.
- Determine need and request additional resources.
- Direct and coordinate HAZMAT responses.
- Manage dedicated HAZMAT resources.
- Conduct situation investigations, surveys, and analyze problems.
- Brief Emergency Response Branch on activities.
- Maintain Unit/Activity Log (ICS 214).

3340.1 Initial Emergency Response Procedures

Public warnings and emergency public notifications are carried out by the cognizant county Emergency Preparedness Division (EPD).

CHARLESTON COUNTY EPD.....(843) 554-5951

BERKELEY COUNTY..... (843) 723-3800

COLLETON COUNTY EPD.....(843) 549-5632

GEORGETOWN COUNTY EPD..... (843) 546-6869

HORRY COUNTY EPD.....(843) 248-1225

24 HOUR.....(843) 248-1300

Vessel notifications will be coordinated with Coast Guard Group Charleston via Broadcast Notice to Mariners (BNTM).

3340.2 Evacuation Procedures**3340.21 Shoreside**

During the course of a response to a hazardous substance release, it may become necessary to evacuate an area in the vicinity of the release site. The Incident Commander will make the determination to evacuate populated areas and the appropriate county Emergency Preparedness Division (EPD) will coordinate local, state, and Federal resources to ensure that the evacuation is carried out. Reference the Charleston County Emergency Operations Plan or the South Carolina Comprehensive Emergency Preparedness Plan for details.

CHARLESTON COUNTY EPD (843) 554-5951

BERKELEY COUNTY (843) 723-3800

COLLETON COUNTY EPD (843) 549-5632

GEORGETOWN COUNTY EPD. (843) 546-6869

HORRY COUNTY EPD (843) 248-1225

24 HOUR. (843) 248-1300

3340.22 Vessel

In the event that a moored or anchored vessel is located in an area subject to evacuation, a Captain of the Port Order may be necessary to evacuate the vessel. Coast Guard personnel should coordinate with the vessel's master and/or agent to safely evacuate the vessel. It may also be necessary to establish and enforce a safety zone to prohibit vessel traffic into an excluded area. A vessel should NEVER be ordered to evacuate without first consulting with the Captain of the Port, regardless of whether it is underway or moored.

3340.3 Hazmat POC's**3340.4 Types Of Equipment Required****3350 EMS**

The Emergency Medical Services (EMS) Group is responsible for coordinating and directing all emergency medical services related to the incident. The EMS Group Supervisor reports to the Emergency Response Branch Director. The EMS Group Supervisor shall:

- Review Common Responsibilities.
- Prioritize EMS responses related to the incident and respond to medical emergencies.
- Identify EMS resources and logistics support needs.
- Determine need and request additional resources.
- Direct and coordinate EMS responses.
- Manage dedicated EMS resources.

- Conduct situation investigations, surveys, and analyze problems.
- Brief Emergency Response Branch on activities.
- Maintain Unit/Activity Log (ICS 214).

3350.1 Emergency Medical Services

[5330 Medical Facilities](#)

[5330.1 Ambulance/EMS Services](#)

3360 Law Enforcement

The **Law Enforcement Group** is responsible for coordinating and directing all law enforcement activities related to the incident. This may include but not be limited to; isolating the incident, crowd control, traffic control, enforcing evacuations, beach closures, conducting routine patrols, and/or perimeter security. The Law Enforcement Group Supervisor reports to the Emergency Response Branch Director. The Law Enforcement Group Supervisor shall:

- Review Common Responsibilities.
- Determine need and request additional resources.
- Direct and coordinate law enforcement activities.
- Manage dedicated law enforcement resources.
- Conduct situation investigations, surveys, and analyze problems.
- Manage and enforce required public protection actions.
- Brief Emergency Response Branch on activities.
- Maintain Unit/Activity Log (ICS 214).

3360.1 Perimeter/Crowd/Traffic/Beach Control

3360.2 Safety/Security Zones

3360.3 Waterway Management

The Waterways Management Branch is responsible for identifying the impact an incident has on vessel traffic, immediate and potential, and developing traffic controls to mitigate that impact as much as possible.

The Waterways Management Branch Supervisor reports to the Operations Section Chief. The Waterways Management Branch Supervisor shall:

- Review Common Responsibilities.
- Coordinate and conduct waterways management and vessel traffic control as required.
- Draft and publish Safety Voice Broadcasts and conduct phone notifications to advise the affected maritime of navigation restrictions or hazards.
- Identify areas where traffic controls may be needed to maintain vessel safety and minimize spread of pollutant. These may include:
 - Safety zones
 - Security zones

- Captain of the Port Orders
- Develop safety zones, security zones, and vessel traffic management alternatives for approval by the Captain of the Port (COTP).
- Coordinate and implement enforcement of safety zones, security zones, and vessel traffic management schemes.
- Manage and direct dedicated Waterways Unit resources and coordinate Waterways Unit missions with resources of opportunity.
- Identify additional resources and logistics needs.
- Report to the Operations Section Chief on the status of waterways management operations, as scheduled.

3400 Air Ops

The Air Operations Branch is primarily responsible for preparing the air operations portion of the Incident Action Plan. The Incident Action Plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the Incident Action Plan is approved, air operations is responsible for implementing its strategic aspects, those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection. Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. The Air Operations Branch Director reports to the Operations Section Chief. The Air Operations Branch Director shall:

- Review Common Responsibilities.
- Organize preliminary air operations.
- Request declaration or cancellation of restricted air space area.
- Participate in planning meetings as required.
- Participate in preparation of the Incident Action Plan.
- Perform operational planning for air operations.
- Prepare and provide Air Operations Summary Worksheet to the Air Support Group and Fixed-Wing Bases.
- Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
- Coordinate with appropriate Operations Section personnel.
- Supervise all air operations activities associated with the incident (ICS 220).
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft in the restricted air space area.
- Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- Resolve conflicts concerning non-incident aircraft.
- Coordinate with Federal Aviation Agency.
- Update air operations plans.
- Report to the Operations Section Chief on air operations activities.
- Arrange for an accident investigation team when warranted.
- Maintain Unit/Activity Log (ICS 214).

3410 Air Tactical

This enclosure describes the duties of the Air Tactical Group and the two coordinators that report to the Air Tactical Group Supervisor, the Helicopter Coordinator and the Fixed Wing Coordinator.

The Air Tactical Group is primarily responsible for the coordination and scheduling of aircraft operations intended to locate, observe, track, surveil, support dispersant applications, or other deliverable response application techniques, or report on the incident situation when fixed and/or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director. The Air Tactical Group Supervisor shall:

- Review Common Responsibilities.
- Determine what aircraft (fixed wing and helicopters) are operating within the area of assignments.
- Obtain briefing from the Air Operations Branch Director or Operations Section Chief.
- Manage air tactical activities based upon the Incident Action Plan.
- Establish and maintain communications with Air Operations, Fixed Wing Aircraft and Helicopter Coordinators, Air Support Group Supervisor, and Fixed-Wing Bases.
- Coordinate approved flights on non-incident aircraft or non-tactical flights in restricted air space area.
- Coordinate dispersant, in-situ burning, and bioremediation application through the Air Operations Branch Director.
- Obtain information about air traffic external to the incident.
- Receive reports of non-incident aircraft violating restricted air space area.
- Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division Supervisor).
- Inform the Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.
- Identify remote sensing technology that may enhance surveillance capabilities.
- Coordinate air surveillance observations and provide reports by the most direct methods available.
- Report on air surveillance and operations activities to Air Operations Branch Director.
- Coordinate application monitoring requirements with the Helicopter and Fixed Wing Coordinators and the Situation Unit.
- Report on air application activities to the Air Operations Director.
- Report on incidents/accidents.
- Maintain Unit/Activity Log (ICS 214).

3410.1 Helicopter Coordinator

The Helicopter Coordinator is primarily responsible for the coordination of all tactical or logistical helicopter missions while in flight over the mission. The Helicopter Coordinator is also responsible for the coordination and scheduling of helicopter operations intended to locate, observe, track, surveil, or report on the incident situation. The Helicopter Coordinator coordinates the application of dispersants, in-situ burning agents and bioremediation agents. The Helicopter Coordinator reports to the Air Tactical Group Supervisor.

- Review Common Responsibilities.
- Determine the type and quantity of aircraft operating within incident assignment area.
- Determine helicopter capabilities and limitations.
- Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
- Coordinate air traffic control procedures with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed Wing Coordinator, and the Air Support Group.
- Coordinate the use of communication frequencies for ground-to-air and air-to-air communications with the Air Tactical Supervisor and the Communications Unit.
- Assign and ensure use of appropriate operating frequencies by incident helicopters.
- Coordinate and make geographic assignments for helicopter operations with the Air Tactical Group Supervisor.
- Implement and monitor all safety requirements and procedures.
- Ensure that approved night flying procedures are being followed.
- Supervise all helicopter activities.
- Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
- Maintain Unit/Activity Log (ICS 214).

3410.2 Fixed Wing Coordinator

The Fixed Wing Coordinator is primarily responsible for the coordination of assigned airborne fixed-wing aircraft operations at the incident. The Fixed Wing Coordinator is also responsible for the scheduling of fixed wing operations intended to locate, observe, track, surveil, or report on the incident situation. The Fixed Wing Coordinator coordinates the application of dispersants, in-situ burning agents, and bioremediation agents. The Fixed Wing Coordinator reports to the Air Tactical Group Supervisor.

- Review Common Responsibilities.
- Determine type and quantity of aircraft operating within the incident area.
- Determine fixed-wing aircraft capabilities and limitations.
- Survey and report on potential problems within incident assignment area.

- Coordinate air traffic control procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group.
- Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
- Maintain Unit/Activity Log (ICS 214).

3410.3 Aerial Surveillance

3410.4 Aerial Dispersant Application

3410.5 Procedures for Temporary Flight Restrictions

3410.6 Permanent Area Restrictions

3420 Air Support

The Air Support Group is primarily responsible for supporting and managing helibase and helispot operations, and maintaining liaison with fixed-wing air bases. This includes providing:

- fuel and other supplies;
- maintenance and repair of helicopters;
- keeping records of helicopter activity; and
- providing enforcement of safety regulations.

These major functions are performed at helibases and helispots. Helicopters during landing and takeoff and while on the ground are under the control of the air support group's Helibase or Helispot managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

- Review Common Responsibilities.
- Obtain copy of the Incident Action Plan from the Air Operations Branch Director, including the Air Operations Summary Worksheet.
- Participate in Air Operations Branch Director planning activities.
- Inform Air Operations Branch Director of group activities.
- Identify resources/supplies dispatched for air support group.
- Request special air support items from appropriate sources through logistics section.
- Identify helibase and helispot locations from the Incident Action Plan or from the Air Operations Branch Director.
- Determine need for assignment of personnel and equipment at each helibase or helispot.
- Coordinate special request for air logistics.
- Maintain coordination with air bases supporting the incident.
- Coordinate activities with Air Operations Branch Director.
- Obtain assigned ground to air frequency for helibase operations from Communication Unit Leader or Communications Plan.
- Inform Air Operations Branch Director of capability to provide night flying service.

- Ensure compliance with each agency's operations checklist for day and night operations.
- Ensure dust abatement procedures are implemented at helibase and helispots.
- Provide crash-rescue service for helibases and helispots.
- Ensure that Air Traffic Control procedures are established between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
- Maintain Unit/Activity Log (ICS 214).

3420.1 Airports/Helibases

[5220.6 Airports/Heliports](#)

3420.2 Helospots

3420.3 List of Certified Helo's/Aircraft Providers

3420.31 Aircraft Rentals

Palmetto Air Service - Mt. Pleasant 884-8914
Million Air Charleston - Charleston International 744-2581
Charleston Executive 559-2401
East Cooper Aviation 884-8837

3420.32 Coast Guard Aircraft

All requests for Coast Guard aviation support must be routed through the Seventh Coast Guard District Command Center.

Seventh CG District Command Center (24 Hr) 800-874-7561

Helicopter Assets

CG Air Station Savannah 912-352-6237

CG Air Facility Charleston 559-9033

Fixed Wing Assets

CG Air Station Elizabeth City 919-335-6332

3420.33 DOD Aircraft Support

The Coast Guard entered into a MOA with the DOD to provide assistance for dispersant application via fixed wing platforms. Any requests for these or other DOD aviation assets must be coordinated through the Director of Military Support (DOMS) which is the office with primary responsibility.

DOMS (703) 697-0218

Pentagon, BF741 (703) 695-7313 (fax)

Washington, DC 20310-0400

3420.34 Civil Air Patrol (CAP)

The Civil Air Patrol is the Auxiliary of the US Air Force. CAP has a wing in every state. CAP headquarters are at Maxwell Air Force Base in Montgomery, Alabama. CAP is volunteer organization that consists of 55,000 members and 530 corporate aircraft nationwide. CAP primarily operates single engine Cessna 172s and 182s, and a few twin engine aircraft. Member-owned aircraft are also available. Civil Air Patrol, Inc., a congressionally chartered nonprofit corporation, owns all CAP corporate aircraft. National Headquarters assigns its fleet to the various wings (states). Congress funds civil Air Patrol, Inc. through DoD appropriations. The CAP provides aviation services that compliment the waterside services provided by the Coast Guard Auxiliary.

3420.34.1 What is Single Frame Video Downlink (SFVD)?

This system allows CAP to capture digital images using a video camera in an aircraft and transmit them to a command post using the aircraft's radio. The images are displayed on a TV or projected on a screen. Each image takes approximately 70 seconds to transmit. Many SFVD systems have GPS and title maker which adds the latitude, longitude, date, and time to each image. CAP can have many aircraft flying at one time and sequence the transmissions of SFVD. The SFVD system using a video camera allows the aircrew to give you a 2-hour videotape when they land to refuel.

3420.34.2 How far can the aircraft transmit SFVD images?

The SFVD system uses the aircraft's VHF radio. The range is dependent on aircraft altitude. During a recent mission for DEA, CAP used three aircraft to get images from the southern border of Texas to San Antonio (approximately 500 miles). Once the images were received in San Antonio they were placed on a secure web for viewing in Washington, DC a few minutes after they were transmitted.

3420.34.3 How much do CAP services cost?

Since CAP is a volunteer service they only charge for consumables such as fuel, oil and communications expenses. CAP headquarters sets the aircraft hourly rates. They do not charge for aircrews or groundcrews. Reimbursement rates for CAP aircraft are provided in CAP Reg. 173-3. For example, the hourly rate for a Cessna 182 is \$60. Multi-engine aircraft, although rare in CAP's fleet, command a minimum of \$120 an hour. These rates have been in effect since October 1999. For the current rate

sheet go to:

http://www.capnhq.gov/nhq/do/cd/region_wing.htm;

and click on “aircraft reimbursement rates,” under “Policy Letters.”

3420.34.4 How far off shore can CAP fly?

Typically CAP single-engine aircraft can operate 25 miles offshore and their twin-engine aircraft can travel out a distance of one-fourth of the aircraft’s fuel range at cruise power. CAP has equipped some planes with life rafts and life jackets. CAP will be able to improve their offshore capability once the CG routinely requests their services.

3420.34.5 How quickly can CAP respond?

This depends on CAP wing in your state. Contact them to determine local capabilities. Some rapid response squadrons can launch within one hour, but two hours is more realistic for most units.

3420.34.6 Civil Air Patrol (Cap) Contact Info

HQ CAP and HQ CAP-USAF: (334) 953-4225/4223/4232
(888) 211-1812

Contact Pete Kalisky at CAP Headquarters:

phone: (334) 953-4225

email: pkalisky@capnhq.gov

Visit the CAP webpage: www.cap.gov

See images of CAP missions:

[<http://www.ntc.cap.gov/ops/wmirs/>](http://www.ntc.cap.gov/ops/wmirs/)

3420.4 Fuel/Maintenance Sources

3420.5 Air Traffic Control Procedures

3500 Staging Areas

The Staging Area Manager is responsible for managing all activities within the designated staging areas and reports directly to the Operations Section Chief. The Staging Area Manager shall:

- Review common responsibilities.
- Identify staging sites required.
- Identify logistical needs required.
- Prepare designated staging sites and facilitate the movement of response resources into operation.
- Identify additional resources and logistics needs.

- Maintain status log of equipment at each staging site. Log should include kind and type of equipment, amount available, and whether the equipment is assigned, available, or out of service.
- Report on the status of staging, as scheduled.
- Maintain Unit Activity Log (ICS 214).
- Refer to Appendices [5220.41 Staging Areas](#), [9200 Personnel and Services Directory](#) for additional information.

3510 Pre-Identified Staging Areas

3520 Security

3600 Wildlife

The Wildlife Recovery Branch is responsible for the recovery and rehabilitation of wildlife impacted by the spill. The branch may be further divided into groups such as marine mammal recovery, marine mammal rehabilitation, bird recovery, and bird rehabilitation. The Wildlife Recovery Branch Director reports to the Operations Section Chief. The Wildlife Recovery Branch Director shall:

- Review Common Responsibilities.
- Coordinate wildlife protection and rescue operations with federal and state resource agencies.
- Identify type and number of wildlife that may require recovery and rehabilitation based upon;
 - species
 - sensitivity to oil
 - mobility
- Establish wildlife recovery and rehabilitation protocols based upon;
 - species
 - location
 - availability of care facilities
- Wildlife trustee relationships
- Collect and coordinate information required to document natural resource damages.
- Identify resource and logistics requirements to accomplish hazing, capture, triage, care, transport, rehabilitation, and release of wildlife.
- Direct, coordinate, and conduct wildlife recovery and capture operations.
- Establish and maintain a central clearing point to direct recovered wildlife to appropriate rehabilitation facilities.
- Develop and maintain an evidence, tagging, and storage procedure for all wildlife recovered.
- Determine whether hazing might be feasible to reduce wildlife impact.
- Manage the capture, triage, first aid, and transportation of recovered wildlife.
- Provide training and briefing on actions and notifications required when response workers or members of the public encounter distressed wildlife.
- Establish wildlife rehabilitation centers and conduct rehabilitation operations.
- Maintain Documentation on wildlife delivered for rehabilitation.

- Store, document, coordinate laboratory analysis and necroses, and properly handle deceased wildlife.
- Coordinate the recovery and disposal of animal carcasses with the U.S. Fish and Wildlife Service.
- Work with the Safety Officer to maximize the safety of recovery personnel engaged in protection and rescue operations.
- Identify resources and logistics support requirements.
- Report to the Operations Section Chief on wildlife recovery operations, as scheduled.
- Maintain Unit/Activity Log (ICS 214).

3610 Fish and Wildlife Protection Options

3620 Recovery

The Wildlife Recovery Group is responsible for coordinating the search for, collection, and field tagging of dead and live impacted wildlife and transporting them to processing center(s). This group should coordinate with the Planning Section (Situation Unit) in conducting aerial and group surveys of wildlife population in the vicinity of the spill. They should also deploy acoustic and visual wildlife hazing equipment as needed. The Wildlife Recovery Group Supervisor reports to the Wildlife Branch Director. The Wildlife Recovery Group Supervisor shall:

- Review Common Responsibilities.
- Determine resource needs.
- Establish and implement protocols for collection and logging of impacted wildlife.
- Coordinate transportation of wildlife to processing station(s).
- Brief Wildlife Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3620.1 Wildlife Recovery Operations/Procedures

3620.2 Recovery Processing

3620.3 Carcass Retrieval and Processing

3630 Wildlife Rehab

Under the Wildlife Branch Director, the Wildlife Rehabilitation Center is responsible for receiving oiled wildlife at the processing center, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport and rehabilitation of oiled wildlife. The center is responsible for assuring appropriate transportation to appropriate treatment centers for oiled animals requiring extended care and treatment.

- Review Common Responsibilities
- Determine resource needs and establish processing center for impacted wildlife.
- Process impacted wildlife and maintain logs.

Charleston Area Contingency Plan

- Collect numbers/types/status of impacted wildlife and brief Wildlife Center Supervisor.
- Coordinate transport of wildlife to other facility.
- Implement demobilization plan.
- Brief Wildlife Branch Director on activities.
- Maintain Unit/Activity Log (ICS 214).

3630.1 Wildlife Rehab Operations

3630.2 Rehab Facilities

See Appendix [9240.5 Wildlife Rescue Organizations](#)

3630.3 Rehab Procedures

3700 Reserved

3800 Reserved

3900 Reserved for Area/District

4000 Planning

Refer to the Field Operations Guide (FOG) for the Incident Command System prepared by USCG, Office of Response (G-MOR-3) for specific information on all duties and positions

Refer to [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP.

4100 Planning Section Organization

The Planning Section is responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. The Planning Section Units are shown in Figure 4-1. Refer to Appendices [9100 Emergency Notification](#), [9200 Personnel and Services Directory](#), [9300 Draft Incident Action Plan \(IAP\)](#), [9400 Area Planning Documentation](#), and [9700 List of Response References](#) for information necessary to develop the Incident Action Plan.

The Planning Section Chief is responsible for providing adequate personnel, goods and information management evaluation regarding incident status and resources. At least one Coast Guard officer shall be assigned to the Planning Section and shall:

- Review common responsibilities.
- Implement and manage the Planning Section branches and units needed to proactively accomplish Planning Section actions.
- Anticipate the need for information describing the status of the response and manage the system required to collect and disseminate response information.
- Provide detailed Incident Action Plans based on projected response needs to the Unified Command.
- Support the Unified Command by evaluating alternative strategies and tactical operation plans that anticipate changing requirements.
- Compile and display information with respect to quantity of oil, loss rate, projected total loss before spill source is secured, weather conditions, current and projected trajectory over time.
- Recommend changes to the UCS organization that anticipate response requirements.
- Evaluate and report to the Unified Command on status of Section's assigned responsibilities, as scheduled.
- Ensure the incident is fully documented and logs, records, and files are organized for use after the incident.
- Maintain Unit Activity Log (ICS 214).

Charleston Area Contingency Plan

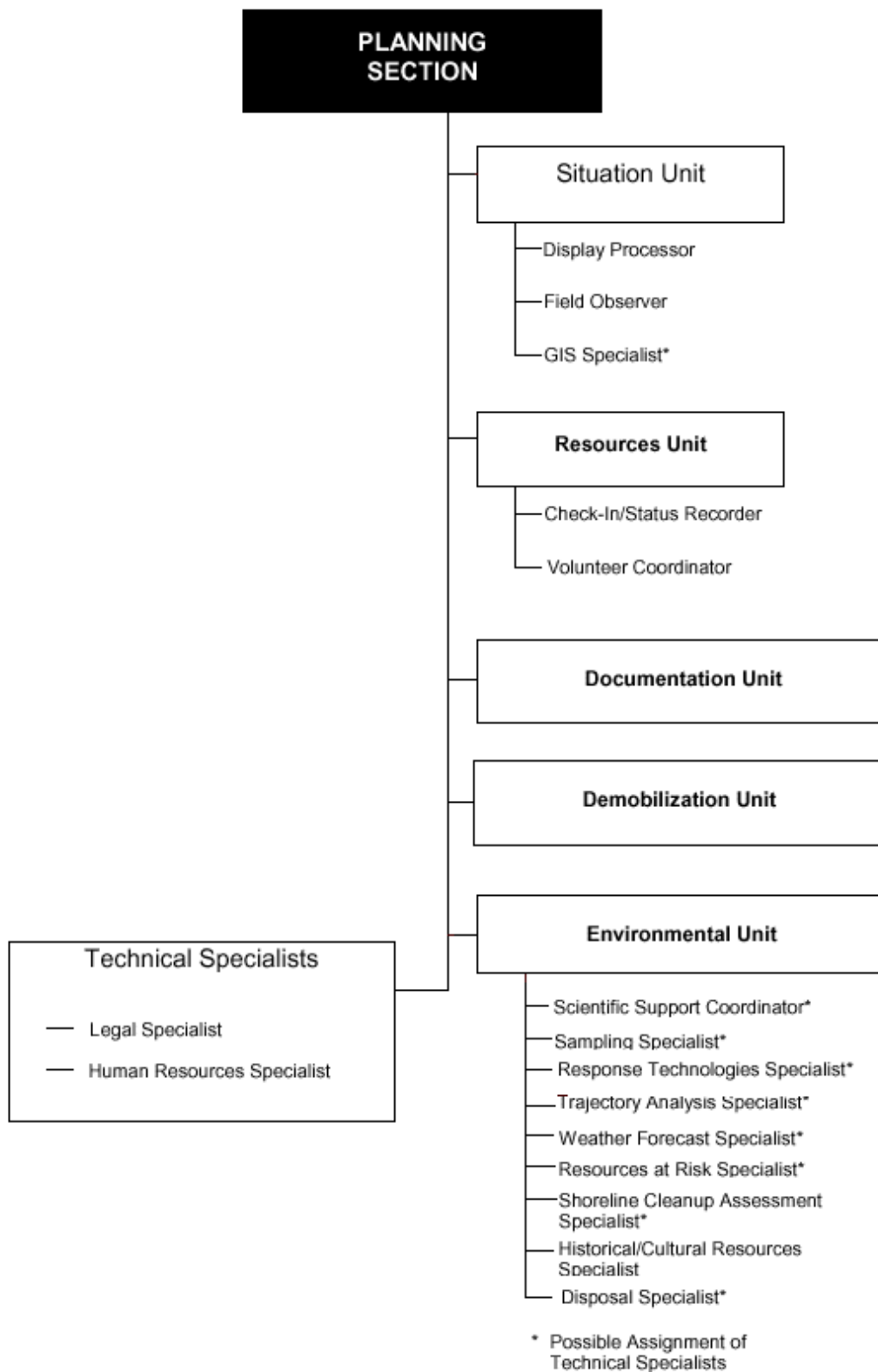


Figure 4-1 - Planning Section Diagram

4110 Planning Section Planning Cycle Guide

Operational Period Planning Cycle

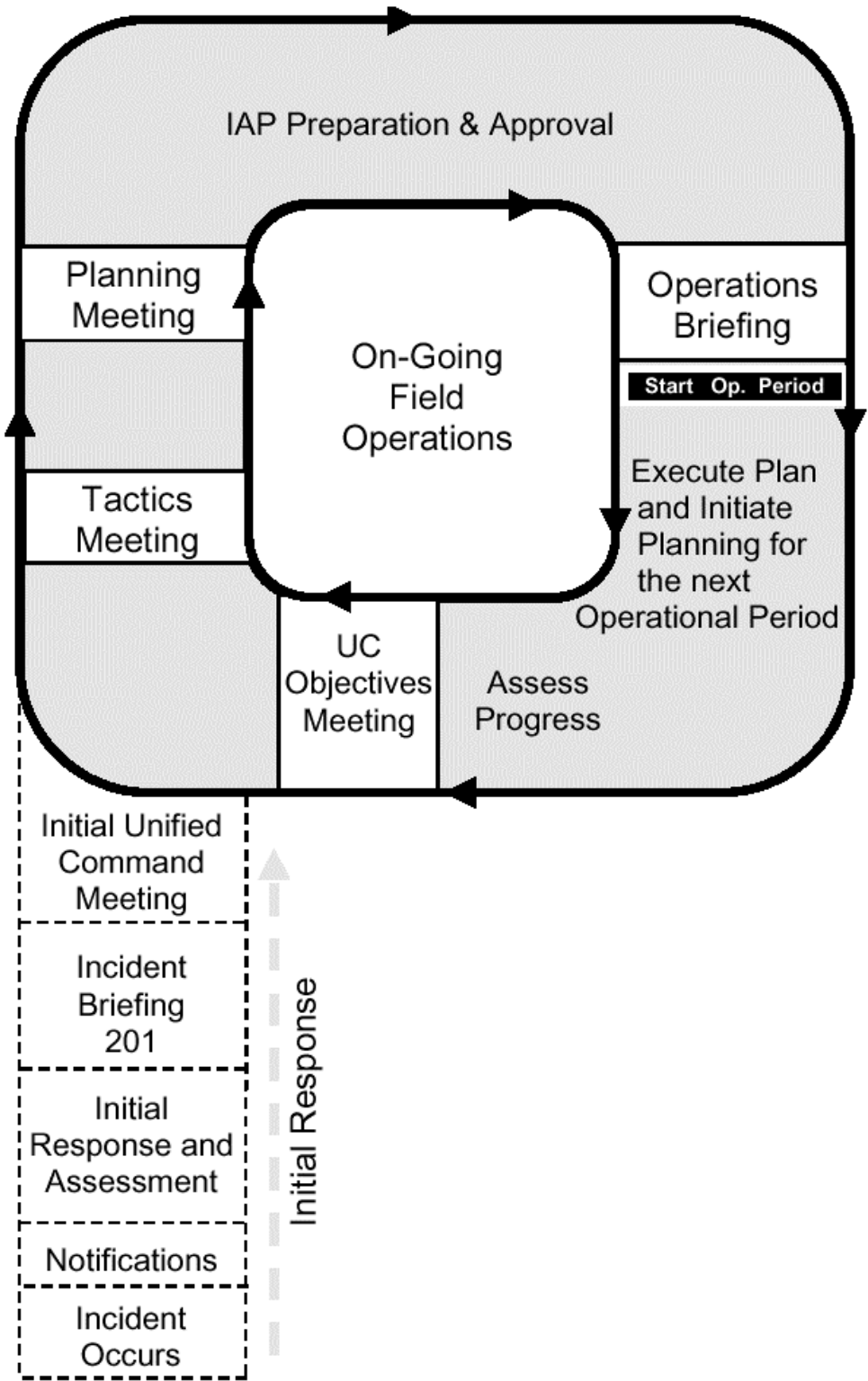


Figure 4-2 - Planning Cycle Diagram

4200 Situation

The Situation Unit is responsible for the collection, evaluation, and organization of information about current and possible future status of oil spill and spill response operations. This responsibility includes the compilation of information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and the impacts on natural resources. The Situation Unit shall:

- Collect, process and organize incident related information to include:
 - casualty information;
 - discharge information, observations, and forecasts;
 - field reports (e.g. POLREPs, SITREPs);
 - environmental observations and forecasts;
 - impacts to natural and economic resources; and
 - the status of response operations.
- Ensure a command post display is prepared and maintained.
- Prepare situation summaries.
- Develop projections and forecasts of future events related to the incident.
- Prepare maps and charts for incorporation in the Incident Action Plan.
- Report to the Planning Section Chief on the situation status, as scheduled.

Refer to Appendices [9740 Geographic Response Plans](#) for information necessary for this Unit.

4210 Chart/Map of Area

4220 Weather/Tides/Currents

4230 Situation Unit Displays

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and ortho photographs, and infrared data.

- Review Common Responsibilities.
- Determine:
 - Location of work assignments.
 - Numbers, types and locations of displays required.
 - Priorities.
 - Map requirements for Incident Action Plan.
 - Time limits for completion.
 - Field Observer assignments and communications means.
- Obtain necessary equipment and supplies.
- Obtain copy of Incident Action Plan for each operational period.
- Assist Situation Unit Leader in analyzing and evaluating field reports.
- Develop required displays in accordance with time limits for completion displays

4240 Field Observer

The **Field Observer** is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

- Review Common Responsibilities.
- Determine:
 - Location of assignment.
 - Type of information required.
 - Time limits for completion.
 - Method of communication.
 - Method of transportation.
- Obtain copy of Incident Action Plan for the Operational Period.
- Obtain necessary equipment and supplies.
- Perform Field Observer responsibilities to include but not limited to the following:
 - Perimeters of incident.
 - Locations of oil concentration.
 - Rates of spread.
 - Weather conditions.
 - Hazards.
 - Progress of Operation resources.
- Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
- Report information to Situation Unit Leader by established procedure.
- Report immediately any condition observed which may cause danger and safety hazard to personnel.
- Gather intelligence that will lead to accurate predictions.

4250 Trajectory Analysis Specialist

The **Trajectory Analysis Specialist** is responsible for providing to the Unified Command projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote-sensing information, computer modeling as well as observed and predicted tidal, current and weather data to form these analyses. Additionally, the specialist is responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating these analyses. Trajectory maps, overflight maps, tides and current data, and weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

- Review Common Responsibilities.
- Schedule and conduct spill observations/ overflights as needed.
- Gather pertinent information on tides, currents and weather from all available sources.
- Provide trajectory and overflight maps, weather forecasts, tidal and current information.
- Provide briefing on observations and analyses to the proper personnel.
- Demobilize in accordance with the Demobilization Plan.

- Maintain Unit/Activity Log (ICS 214).

4260 Geographic Information System (GIS) Specialist

The **Geographic Information System (GIS) Specialist** is responsible for gathering and compiling updated spill information and providing various map products to the incident. The GIS team will work with the Situation Unit and the information management officer to ensure accurate and rapid dissemination of oil spill information to the ICS.

- Review Common Responsibilities.
- Determine resource needs.
- Participate in planning meetings as required.
- Gather and compile data from the different incident-sections.
- Provide maps for various components of the incident.
- Provide status reports to appropriate requesters.
- Maintain Unit/Activity Log (ICS 214).

4270 Resources at Risk Technical (RAR) Specialist

The **Resources at Risk Technical (RAR) Specialist** is responsible for the identification of resources thought to be at risk from exposure to the spilled oil through the analysis of known and anticipated oil movement and the location of natural, cultural, and economic resources. The Resources at Risk Technical Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

- Review Common Responsibilities.
- Participate in planning meetings as required.
- Determine resource needs.
- Obtain current and forecasted status information from Situation Unit.
- Identify natural resources at risk.
- Identify archaeo-cultural resources at risk.
- Identify socioeconomic resources at risk.
- Develop a prioritized list of the resources at risk for use by the Planning Section.
- Provide status reports to appropriate requesters.
- Maintain Unit/Activity Log (ICS 214).

4280 On Scene Command and Control (OSC2)

4290 Required Operational Reports

Appropriate reports shall be submitted in accordance with the applicable guidelines. Below is a listing of those reports. Examples of the required information for POLREPS and FOSC Reports can be found [9720.2 Example Message Traffic](#).

REPORT	FORMAT	FREQUENCY	REFERENCE
Pollution Reports (POLREPS)	Message Dependent	Incident	D7 SOP, Tab C to App9 to AnnP
Violation Report	MSIS	Incident Dependent	Marine Safety

REPORT	FORMAT	FREQUENCY	REFERENCE
			Manual, Vol I, Chap 4
Cost Summary Report	Letter	Incident Dependent	NPFC TOPS
CERCLA Activity Report	Letter	Quarterly	COMDTINST 16465.38 (DFT)
FOSC Report	Letter	Major Oil Incident	NCP 300.165
FOSC Report	Letter	All CERCLA Funded Incidents	NCP 300.165 MSM, Vol VI Chap 7

4290.1 OSC Report

Following any pollution event where federal funds were expended a completion report must be submitted to the NPFC. This may include actual or potential events in which the federal government hired contractors or brought in outside assistance (e.g., Strike Team or Navy), or, at the OSC's discretion, where the Coast Guard monitors a cleanup funded by the responsible party. It does not include investigations where no clean up is conducted. During long responses interim reports may be appropriate and/or requested by NPFC. Following major or unusual responses, an On-Scene Coordinator's Report is required in addition to the completion report described above.

1. The **Completion Report** consists of an Incident Report, cost documentation forms, and Pollution Removal Funding Authorizations (PRFA). Detailed information for completing this report is found in the Technical Operating Procedures Manual of the National Pollution Funds Center.
2. **OSC Reports** will be submitted to the Regional Response Team within one year following the completion of removal activities resulting from a major discharge of oil or a major release of hazardous materials, or when requested by the RRT. A copy of the report will also be sent to the Secretary of the National Response Team. The report shall be made in the following format:

1. Summary of Events—A Chronological Narrative

- Location of Release or Discharge
- Cause of Discharge or Release
- Initial Situation
- Efforts to Obtain Response by Responsible Party
- Organization of Response, Including State Participation
- Resources Committed
- Content and Time of Notice to Resource Trustees
- Damage Assessments and Restoration Efforts
- Details of Threat Abatement
- Treatment Disposal or Alternative Technology Used
- Public Information and Community Relations

2. Effectiveness of Removal Actions Taken by:

- Responsible Party
- State and Local
- Federal and Special Teams

- Contractors, private groups, and volunteers

3. Difficulties Encountered

4. Recommendations and Lessons Learned

- Means to Prevent Recurrence
- Improvement of Response Actions
- Recommended Changes to Contingency Plans

4290.2 Pollution Reports

Commandant (G-MOR) requires message Pollution Reports (POLREPs) for oil spills and hazardous substance releases in the following circumstances:

- Potential MEDIUM or MAJOR discharge or release;
- Actual MEDIUM or MAJOR discharge or release; and
- Any discharge or release where the Oil Spill Liability Trust Fund (OSLTF) is opened or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Fund is used.

Additionally, a POLREP shall be sent to the Seventh Coast Guard District in the following circumstances:

- Any MINOR oil spill which may generate Congressional, local, state or media interest or which interrupts a mode of transportation (e.g., navigable waterway closure, railroad closure, interstate highway closure, etc.);
- Any release of a quantity of a hazardous substance, pollutant or contaminant that poses a threat to public health, welfare, or the environment.

An initial POLREP shall be sent as soon as possible after initial notification. Subsequent POLREPs shall be sent every time an Authorization to Proceed (ATP) is issued or the ceiling, obligated funds, or expended funds are adjusted on an incident involving the OSLTF or CERCLA Fund. A daily POLREP is not mandatory unless action is taken on the case or on-scene conditions change from those stated in a previous POLREP. When a daily POLREP is not anticipated, state in the "Future Plan" section when the next update is expected.

4300 Resources

The Resources Unit is responsible for checking assigned personnel and resources into the incident, and keeping track of the status of all resources attendant to the incident. The Resources Unit shall:

- Review common responsibilities.
- Collect, analyze, and disseminate information about the status of current and projected response resources, including:
 - personnel;
 - equipment;
 - vessels;

- aircraft;
- vehicles;
- facilities;
- materials and supplies.
- Maintain the command post display (resources allocation and deployment).
- Gather, post, and maintain incident resource status.
- Maintain master list of resources checked in at the incident.
- Prepare Organization Assignment List and Organization Chart.
- Confirm dispatch, and estimated time, of arrival for ordered resources.
- Report to the Planning Section Chief on the status of resources, as scheduled.
- Maintain Unit Activity Log (ICS 214).

4310 Resource Management Procedures

4310.1 Check-in Procedures

Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- Review Common Responsibilities.
- Obtain work materials, including Check-in Lists (ICS Form 211).
- Establish communications with the Communication Center.
- Post signs so that arriving resources can easily find the check-in locations.
- Record check-in information on Check-in Lists (ICS Form 211).
- Transmit check-in information to Resources Unit on regular pre-arranged schedule.
- Forward completed Check-in Lists and Status Change Cards to the Resources Unit.

4320 Volunteers

The Volunteer Utilization Coordinator manages procedures that allow for the use of volunteers in such areas as beach surveillance, logistical support, bird and wildlife treatment and scientific investigations are outlined in the National Contingency Plan. Normally, volunteers should not be used for physical removal of pollutants. If the pollutant is toxic, or if in the judgment of the Incident Commander other dangerous conditions exist, volunteers shall not be permitted at on-scene operations.

It is probable that most clean up activities following an oil spill will take place primarily in the public domain (e.g., public water and beaches). Most medium and major oil spills may attract large numbers of volunteers who wish to assist with the clean up activities. Oil spill contractors and private companies have no authority to direct the activities of private individuals who enter the public domain to help in cleanup operations. Normally oil spill contractors cannot order volunteers off the scene on their own authority. With regard to practicality, it often requires a considerable number of trained personnel to organize, direct, and supervise large groups of volunteers. If adequate supervision is not provided, the volunteers could do more harm than good. Finally, serious

problems could arise as to compensation, feeding, sheltering, and health care of volunteers.

If it is decided that volunteers are able to make useful contributions to the resolution of the pollution incident, the Volunteer Unit shall:

- Manage and coordinate the processing of private individuals and public groups volunteering to perform response operations.
- Plan, document, and account for volunteer coordination and processing.
- Manage the training, qualification, and certification process needed to convert private volunteers into qualified emergency response workers.
- Establish and manage volunteer processing sites needed to inform potential volunteers of response requirements.
- Coordinate authorized response assignments made to qualified emergency response workers.
- Identify additional resources and logistics support needed to support volunteer processing.
- Report to the Planning Section Chief on the status of volunteer processing, as scheduled.

4320.1 Assistance Options

4320.2 Assignment

4320.3 Coordination

4320.4 Training

4400 Documentation

The Documentation/Historian Unit Director is responsible for maintaining accurate and complete incident files, including an accurate chronology of events, providing duplication services to incident personnel; filing maintaining and storing incident files for legal, analytical, and historical purposes. The Documentation/Historian Unit shall:

- Maintain an accurate chronology of the entire event.
- Develop and maintain the filing system for all incident files.
- Establish and maintain the master computer based response/event log.
- Provide duplicating services to incident personnel.
- Maintain and store files for legal, analytical and historical purposes.
- Maintain a clip file of any media items produced as a result of the incident.
- Provide daily reports of events to Operations and Planning Section Chiefs.

4410 Services Provided**4420 Administrative File Organization****4500 Demobilization**

Depending on the scope of resource commitment, this particular evolution could involve everyone. To forecast when it would occur and determine when to release resources due diminished effectiveness the National Strike Force, District Response Advisory Team, Scientific Support Coordinator and others should be consulted.

Responsibilities of the Demobilization Unit include coordinating the transition of resources from the incident back to their original location. The Demobilization Unit shall:

- Carefully monitor personnel and equipment utilization to ensure each is stood down or reassigned when appropriate.
- Ensure the safe, orderly, and cost-effective movement of personnel from the site of the incident when their services are no longer required.
- Report to the Planning Section Chief on status of past and future demobilization efforts, as scheduled.
- Publish plan for demobilization including scheduling of response gear cleaning.

4510 Sample Demob Plan**4600 Environmental****4700 Technical Support**

Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the UCS/ICS organization, as is evidenced in this plan. If necessary, Technical Specialists may be formed into a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following enclosures are examples of some of the positions that may be utilized during a response.

Many of the positions listed as enclosures to this Tab also appear in other portions of the organization. This was done purposely, to demonstrate the utilization of these Techs in various portions in the organization as the incident progresses and the staff size expands and contracts.

4710 Hazardous Materials

Refer to Section [1000](#)

[Hazardous](#) Materials**4710.1 Toxicologist****4710.2 Product Specialist****4710.3 Certified Marine Chemist****4710.4 Certified Industrial Hygienist****4710.5 Chemist or Chemical Engineer****4710.6 Sampling****4720 Oil****4720.1 Scientific Support Coordinator**

The Scientific Support Coordinator (SSC), in accordance with the National Contingency Plan, will provide the federal On-Scene Coordinator (FOSC) scientific advice with regard to the best course of action during spill/release response. The SSC will obtain consensus from the Federal Natural Resource Trustee Agencies and provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC will be the point of contact for the Scientific Support Team from the National Oceanographic and Atmospheric Administration (NOAA) Hazardous Material Response and Assessment Division.

- Coordinating synthesis and integration of environmental information required for spill response decisions, including spill movement trajectories, determining resources at risk, and environmental trade-offs for different clean up and protection strategies.
- Identifying scientific issues affecting the response and work with the scientific community to reach a consensus on these issues.
- Coordinating requests for assistance from State and Federal agencies regarding scientific studies.
- Assist JIC and Unified Command in addressing scientific questions from the media and the general public in press briefings, public meetings, and preparation of fact sheets and briefing tools.
- Reviewing Incident Action Plan for effectiveness.
- Assisting Operations Section with tactical decisions during the nascent phase of the incident.
- Assisting the Planning Section with strategic planning during the production phase of the incident.
- Keeping the Incident Commander informed regarding significant events, occurrences, or activities.
- Maintaining a Unit/Activity Log (ICS 214).

4720.2 Response Technologies (Dispersant, ISB, Bioremediation, Mechanical)

The Alternative Response Technology (ART) Specialist is responsible for evaluating the opportunities to use ART, including dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required to deploy a specific ART, and articulate the environmental trade-offs of using or not using the specific ART. The ART Specialist shall:

- Determine resource needs.
- Gather data pertaining to the spill including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea state, and resources at risk.
- Identify available ART that may be effective on the incident commodity.
- Review daily assignments to identify environmental issues that must be considered in planning for and conduct of ART field operations.
- Prepare and update alternative response strategies and tactical operations plans that anticipate changing requirements.
- Evaluate appropriate opportunities to effectively use alternative response technologies (ART), including dispersants or other chemical counter measures, in-situ burning, bioremediation, or other alternative response technologies.
- Conduct the planning and consultation required to apply a specific ART to response.
- Identify environmental trade-offs associated with application of a specific ART.
- Provide the Planning Section Chief with detailed recommendations and plans regarding the applicability of a specific ART.
- Develop protocols for testing and monitoring the effectiveness of oil spill cleanup agents.
- Report to the Planning Section Chief on proposed response actions and on the efficiency of ART applications, as scheduled.
- Maintain Unit/Activity Log (ICS 214).

4720.3 Decontamination

4720.4 Disposal

The Disposal Specialists responsible for managing and supervising operations associated with the transfer, storage, transportation, and disposal of liquid, solid and/or hazardous wastes generated during response operations. The Disposal Specialist shall:

- Provide the Planning Section Chief with a Disposal Plan that details the collection, temporary storage, transportation, recycling, and disposal of all anticipated response waste.
- Direct the collection, temporary storage, transportation, recycling, and disposal of recovered wastes.

- Develop a comprehensive Waste Management Plan to cover all current and projected disposal operations. Include a waste segregation plan to facilitate this process.
- Estimate the volume of waste that may be recovered and ensure adequate resources and logistics support are provided.
- Develop a comprehensive Waste Management Plan to cover all current and projected disposal operations. Include a waste segregation plan to facilitate this process.
- Advise Operations Section Chief on actions that could be taken to minimize generation of waste. (pre-cleaning beach of flotsam/jetsam prior to impact, etc..)
- Manage temporary storage sites and prevent secondary discharges or cross contamination.
- Confirm the laboratory results characterizing the waste as hazardous or non-hazardous and prepare required RCRA manifests as required.
- Confirm the capacities of recycling or disposal site.
- Report to the Planning Section Chief on status disposal efforts, as scheduled.

4720.5 Dredging**4720.6 Deepwater Removal****4720.7 Heavy Lift****4730 General****4730.1 Cultural and Historic Properties****4730.2 Legal**

The Legal Specialist will act in an advisory capacity during a response.

- Review Common Responsibilities.
- Participate in planning meetings, if requested.
- Advise the Unified Command on legal issues relating to in-situ burning, use of dispersants and other alternative response technology.
- Advise the Unified Command on legal issues relating to Natural Resource Damage assessment.
- Advise the Unified Command on legal issues relating to investigation.
- Advise the Unified Command on legal issues relating to finance and claims.
- Advise the Unified Command on response related issues.
- Maintaining a Unit/Activity Log (ICS 214).

4730.3 Chaplain**4730.4 Public Health**

4730.5 Human Resources

4730.6 Critical Incident Stress Management

4740 Law Enforcement

4750 SAR

4760 Marine Fire

4800 Required Correspondence, Permits & Consultation

This appendix addresses two categories of paperwork that the OSC must administer during an oil spill incident. The first category is paperwork that is given to the responsible party to meet the legal notification requirements of OPA 90. These are addressed in Tab a to this appendix. The second category is reports that must be passed to higher authority either during or at the conclusion of an incident.

4810 Administrative Orders

This order is an intermediate step that the OSC may take in ensuring that appropriate action is taken in an oil or hazardous material spill event. The order directs the responsible party to take specified action without the OSC assuming total control of the response. Samples covering both FWPCA and CERCLA responses are included.

4820 Notice of Federal Interest

These forms inform a potential responsible party that there has been or potentially will be a spill of oil or hazardous materials for which the party may be financially responsible. The requirements for filling out these forms are self-explanatory. CG-5549 is a standard form available through government stock and is used for oil pollution incidents. Also included is a locally generated form that can be used in the event of a hazardous chemical release.

4830 Notice of Federal Assumption

This form instructs the responsible party or suspected responsible party that clean up activity to date has not been satisfactory and that the OSC intends to conduct the clean up from that point on. The responsible party remains financially responsible for the clean up and penalties. The requirements for filling out this form are self explanatory.

4840 Letter of Designation

The formal designation of source is required in actual or potential spills where the potential for third party claims exists. When claims are not expected, a formal designation is not required.

The primary issue involved in designations of sources (from an operational standpoint) is the requirement for the designated source to advertise to inform potential claimants. The FOSC is not part of this

process. In instances where the source of the spill is known and claims are expected, the FOSC will formally designate the source of the spill in writing. The FOSC will then inform the NPFC that a source has been designated. Notification to the NPFC may be by letter or message (included as part of a POLREP). In instances where the source of the spill is not known and claims are expected, the FOSC will notify NPFC of the situation by message or letter. The NPFC will then conduct the necessary advertising campaign. A standard form letter for the designation of sources is currently under development by the Coast Guard (G-MEP). Until this letter is completed, the following local letter will be used.

- 4850 Fish and Wildlife Permits**
- 4860 ESA Consultations**
- 4870 Disposal**
- 4880 Decanting**
- 4900 Reserved for Area/District**

5000 Logistics

5100 Logistics Section Organization

The Logistics Section is responsible for providing facilities, services, personnel, and materials in support of response activities. The Section Chief participates in the development and implementation of the Incident Action Plan and activates and supervises all branches and units within the section. The Logistics Section Chief shall:

- Review common responsibilities.
- Implement and manage the Logistics Section branches and units needed to carry out the Logistics Section mission.
- Ensure the prompt delivery of resources to support response operations. Early emphasis on the delivery of heavy response equipment and personnel, providing communications resources, and the continuous need for support services are the highest priorities of the Logistics Section.
- Manage, document, support, and anticipate the need for response resources, equipment, personnel, and services.
- Anticipate, coordinate and proactively manage all requests for additional resources and logistics support.
- Develop logistics alternatives to support Planning and Operation Section missions.
- Evaluate and report to the Unified Command on status of Section's assigned responsibilities, as scheduled.
- Maintain Unit Activity Log (ICS 214).

Refer to Appendix [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP Charleston zone.

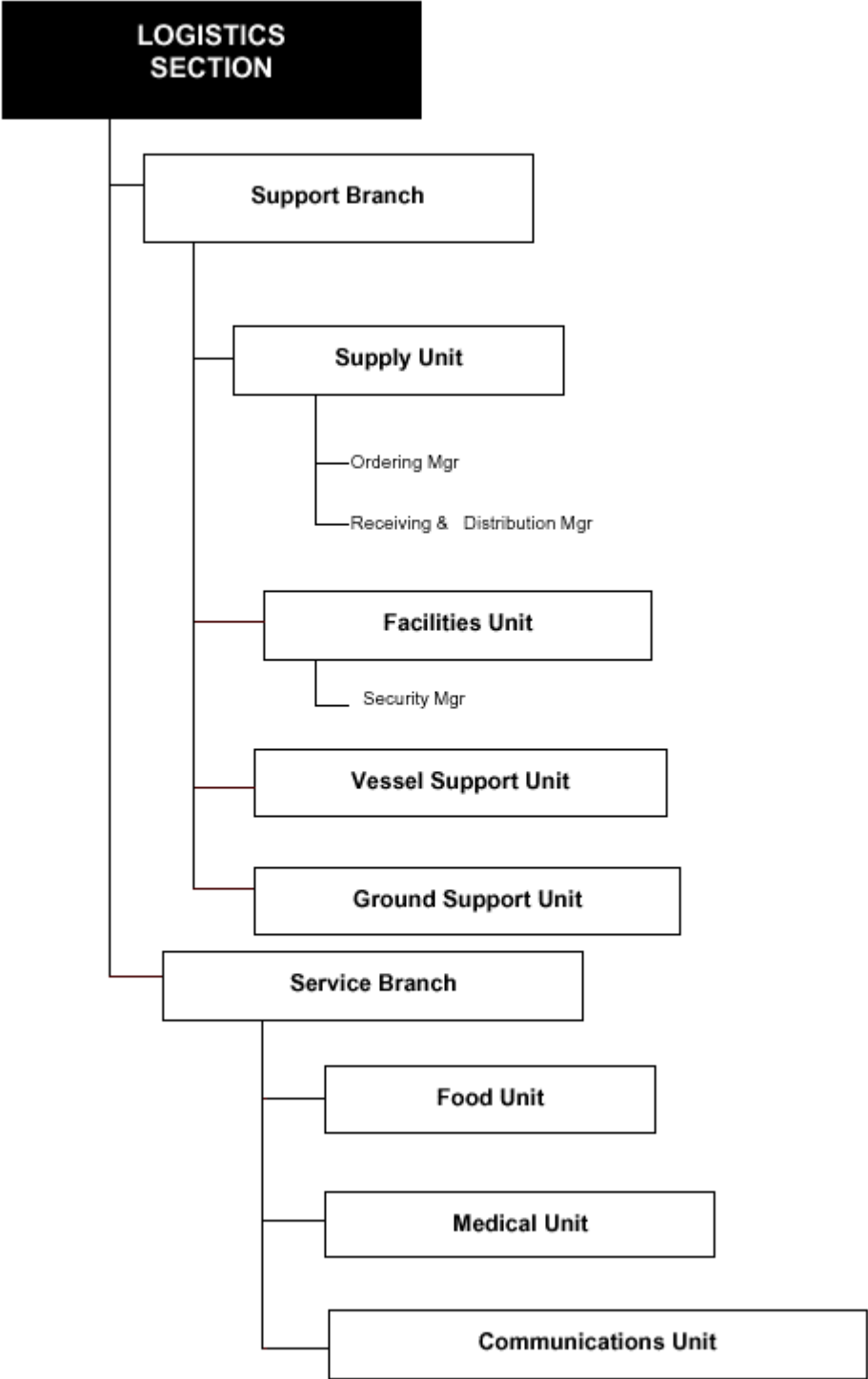


Figure 5-1 Logistics Organizational Chart

5110 Logistics Section Planning Cycle Guide**5200 Support**

The **Support Branch**, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan, including providing personnel, equipment, facilities and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, Ground Support, Ground Support and Vessel Support Units. The Support Branch Director reports to the Logistics Section Chief. The Support Branch Director shall:

- Review Common Responsibilities.
- Obtain work materials from Logistics Kit.
- Identify Support Branch personnel dispatched to the incident.
- Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- Prepare initial organization and assignments for support operations.
- Determine resource needs.
- Maintain surveillance of assigned unit work progress and inform Logistics Section Chief of activities.
- Resolve problems associated with requests from Operations Section.
- Maintain Unit Activity Log (ICS 214).

5210 Supply

The **Supply Unit** is responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. The Supply Unit Leader reports to the Support Branch Director. The Supply Unit Leader shall:

- Review common responsibilities.
- Deliver and coordinate the delivery of response equipment, material, and supplies.
- Maintain stocks of expendable supplies ready for issued.
- Plan, document, and account for response supplies and materials.
- Issue personal protective equipment, ready gear bags, and expendable personal supplies to response personnel.
- Coordinate the ordering and delivery of spare parts, supplies, materials, and other response facilities.
- Coordinate and document the assignment of UCS personnel to meet response organization needs.
- Coordinate request for additional response personnel.
- Coordinate the processing of arriving response personnel.
- Develop area information packages for incoming personnel.
- Establish temporary receiving and out processing office, if necessary.
- Provide area familiarization briefs and handouts for augmenting personnel.
- Establish and publish the location of a fixed message center for augmenting personnel. (Spouse Hotline).

- Plan, document, and account for response assignments made to individuals, agencies, groups, and commercial personnel.
- Ensure a roster of augmenting personnel is published and maintained.
- Manage the personnel locator system to track the assignment and location of individual responders.
- Identify additional resources and logistics support needed to support personnel processing and tracking.
- Report to the Logistics and Administration Section Chief on the status of personnel processing and tracking, as scheduled.
- Maintain Unit Activity Log (ICS 214).

5220 Facilities

The **Facilities Unit** is responsible for establishing, setting up, maintaining, and demobilizing all facilities used in support of response operations including, as necessary, the Command Post, the information center, staging areas, communications facilities, feeding and berthing locations, sanitation facilities, facility maintenance, and security. The Facilities Unit Director reports to the Support Branch Director. The Facilities Unit Director shall:

- Review common responsibilities.
- Provide and coordinate response facility locations, including Command Posts, incident operations bases, staging sites, piers, warehouses, communications facilities, Joint Information Center, berthing, messing, and sanitary facilities, and other response facilities.
- Plan, document, and account for response facilities needed.
- Manage and support facility, utility and maintenance services.
- Provide portable hygiene and lavatory facilities to support remote operation locations.
- Identify additional facility resources and logistics support needs.
- Establish forward Command Posts, as needed, to support on-scene operations.
- Coordinate and conduct the physical security of all equipment, staging sites, and the incident perimeter
- Provide for a fire watch and physical security of berthing areas.
- Coordinate with local police and fire departments for crowd/onlooker control.
- Develop and implement the Incident Security Plan.
- Provide and coordinate berthing facilities assigned to response personnel.
- Plan, document, and account for the number and type of berthing facilities required.
- Maintain hotel contracts, berthing quarters, barracks vessels, and remote location camps to provide living, sleeping, hygiene, and lavatory facilities for response personnel.
- Identify additional resources and logistics support needs.
- Maintain Unit Activity Log (ICS 214).

5220.1 Incident Command Post Options

5220.2 Incident Command Post Needs

5220.3 Berthing

Name	Location	# Rooms	Phone #	Distance from MSO
Howard Johnson	250 Spring Street	152	722-4000	2 Miles
Sheraton Charleston	170 Lockwood Drive	337	723-3000	2 Miles
Holiday Inn	301 Savannah Highway	181	556-7100	2 Miles
Mills House	115 Meeting Street	214	577-2400	2 Miles
Lodge Alley Inn	195 East Bay Street	95	722-1611	2 Miles
Omni House at Charleston Place	130 Market Street	443	722-4900	2 Miles
Comfort Inn	Bee street	128	577-2224	2 Miles
Airport Inn	4620 Dorchester Road	104	747-7500	2-5 Miles
Best Western Dorchester	3668 Dorchester Road	199	747-0961	2-5 Miles
Howard Johnson	I-26 and Dorchester Road	131	554-4140	2-5 Miles
Town and Country Inn	2008 Savannah Highway	130	571-1000	2-5 Miles
Charleston Marriott (I-26 and Montague)	4770 Marriott Drive	297	747-1900	5-9 Miles
Northwoods Atrium (Best Western)	7401 Northwoods Blvd.	197	572-2200	5-9 Miles
Holiday Inn	I-26 and Aviation Ave.	263	744-1621	5-9 Miles
Radison Inn	I-26 and Aviation Ave.	150	744-2501	5-9 Miles

5220.4 Port/Dock Facilities/Capacities**5220.41 Staging Areas****5220.42 Charleston Area**

There are three container terminals in the Charleston area. These facilities normally have significant uncovered space available for staging trucks and equipment. Cranes for loading equipment onto or off of vessels are readily available. Due to the height of the docks these areas are not readily compatible with small boat operations. Any use of these terminals for other than storage will have an impact on commercial operations. Expect some reluctance on the part of the State Ports Authority if use of a terminal adversely impacts

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operations (and rightfully so, as these are commercial enterprises).

The grounds at the South Carolina Department of Natural Resources compound (Fort Johnson) provide a moderate amount of storage area (much of it unpaved) for light equipment. This is a good location from which to conduct small boat operations.

5220.43 Georgetown Area

For responses in the Georgetown area some staging area is available at Coast Guard Station Georgetown. No lifting capability exists here between shore and vessels. Equipment must be transferred between parking areas and small boats along a long pier. The State Ports Authority terminal in Georgetown is also an option.

5220.44 Myrtle Beach Area

Facilities and space may be available at the old Air Force Base. The Base is currently controlled by the Redevelopment Authority (RDA).

5220.5 Security Providers

5220.6 Airports/Heliports

Airport Name	Phone	Runway Length
Charleston International Airport	767-1100	9000' and 7000'
North Charleston (Co-located with Charleston AFB)	767-7000	9000' and 7000'
Charleston Executive Airport Johns Island (15 miles SW of Charleston)	559-2401	5000' and 4355'
East Cooper Regional Mount Pleasant (15 miles E of Charleston)	884-8837	3700'
Georgetown	843-546-6171	5000'
Grand Strand North Myrtle Beach	843-272-6161	6000'
Myrtle Beach Jet Port (Closed midnight to 6 AM) Myrtle Beach (located at old AFB)	843-448-6953	9502'

5220.7 Temporary Storage and Disposal Facilities (TSDs)

5220.8 Maintenance and Fueling Facilities (land/water)

5220.9 Fish and Wildlife Response Facilities and Resources

5230 Vessel Support

The Vessel Support Unit is responsible for implementing the vessel routing plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels will be supported by their own infrastructure, the Vessel Support Unit may be requested to arrange fueling, maintenance and repair of vessels on a case by case basis. The Vessel Support Unit Leader reports to the Support Branch Director. The Vessel Support Unit Leader shall:

- Review common responsibilities.
- Provide, prioritize, schedule, and coordinate vessel transportation services.
- Plan, document, and account for vessel transportation services.
- Develop and implement the vessel routing plan.
- Manage and maintain dedicated response vessels and coordinate transportation using vessels of opportunity.
- Arrange for fueling, maintenance and repair of assets.
- Assign and coordinate duty coxswain schedules.
- Order maintenance and repair supplies (spare parts).
- Maintain inventory of assets.
- Report to the Logistics and Administration Section Chief on the status of transportation and equipment support, as scheduled.
- Maintain Unit Activity Log (ICS 214).

5230.1 Boat Ramps/Launching Areas

Maps showing the location of public boat ramps in each county are available from the South Carolina Department of Natural Resources. Copies of the South Carolina Wildlife Facilities Atlas are maintained at the Coast Guard Marine Safety Office in the Port Operations Library. Due to the number of ramps available in the coastal area it was not deemed necessary nor realistic to identify each here.

While private ramps exist, there is no definitive listing readily available which indicates the condition of these ramps and any applicable maximum boat size.

See appendix [9740 Geographic Response Plans](#) for ramps in COTP Charleston Area.

5230.2 Vessel/Boat Sources**5230.21 Work Boats**

Firm	Location	Phone
FENN-VAC, INC.	N.CHARLESTON, SC	552-8306
3R OF CHARLESTON, INC.	CHARLESTON HEIGHTS, SC	747-2364
US NAVAL WEAPONS STATION	CHARLESTON, SC	764-7000
EASON DIVING & MARINE CONT.	N. CHARLESTON, SC	747-0548

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Firm	Location	Phone
NRC	N. CHARLESTON, SC	747-8866
COASTAL DIVERS & P.C.I.	SAVANNAH, GA	(912) 232-3224
FOUR SEASONS I.S.I.	CHARLOTTE, NC	(704) 527-1293
HIGH RISE SERVICES CO. INC.	LELAND, NC	(910) 371-2325
INDUTRIAL MARINE SERVICES	NORFOLK, VA	(757) 543-5718
JACKSONVILLE SPILLAGE CONT.	JACKSONVILLE, FL	(904) 355-4164
M & W SOUTHEASTERN, INC.	JACKSONVILLE, FL	
SPECIALIZED MARINE INC.	JACKSONVILLE, FL	
TOP GUN/WASTEC.	SPARTANBURG, SC	
WESTINGHOUSE (WRS, INC)	DECATOR, GA	
USCG ATLANTIC STRIKE TEAM	FORT DIX, NJ	(609) 724-0008
USCG GULF STRIKE TEAM	MOBILE, AL	(334) 639-6601
NAVY SUPSALV	WILLIAMSBURG, VA	(703) 602-7527
OHM CORPORATION	FINDLAY, OH	(419) 423-3529
PETROCLEAN	CARNEGIE, PA	(412) 279-9556
MSRC	SAVANNAH, GA	(912) 238-5002

5230.22 Support Vessels

Name	Type of Vessel	Address	Poc	Phone/Fax:	Boa
MSRC	Special Design, OSV style, response vessels moored at various locations throughout the U.S.	1350 I Street N.W. Suite 300 Washington, DC 20005	D. O'Donovan	(800) 259-6772	No
National Response Corp (NRC)	Special Design, OSV style, response vessels moored at various locations throughout the U.S.	P.O. Box 609 Calverton, NY 11933		(516) 369-8644	Yes
Eason Diving	Maintains barge NRC	PO Box 70040 2668 Spruill Ave.		(843) 747-0548	Yes

Name	Type of Vessel	Address	Poc	Phone/Fax:	Boa
	Vigilant for NRC, Calverton.	Charleston, SC 29415		Fax (843) 747-2728	

5230.23 Ocean/Harbor Tugs

Name	Address	Phone	POC	Assets	Response Time	B O A
Stevens Tug Co.	4170 Highway 165 Yorges Island, SC 29449	(843) 889-6633 (home) (843) 889-2254 (office)	Bill Stevens	(4) 800 horsepower inland tugs and (1) 2200 horsepower offshore tug.	3-4 hrs to Charleston 10-12 hrs to Georgetown	N o
McAllister Tug Co.	PO Box 1738 Charleston, SC 29402	(843) 577-6449	Joe Buckheister Steve Kicklighter	(5) tug boats of 1800 horsepower - 4000 horsepower with trained pilots. (1) tug boat is equipped with fire monitor.	2-3 hrs to Charleston 2-3 hrs to Georgetown	N o
White Stack Tug Co.	PO Box 627 Charleston, SC 29402	(843) 577-6556	Tim West	(5) tugs ranging from 1200 horsepower - 3000 horsepower with trained pilots. Tugs have fire monitor on wheelhouses.	2-4 hrs to Charleston 4-6 hrs to Georgetown	N o
Richards Launch & Towing Service, Inc.	PO Box 666 Charleston, SC 29402	(843) 577-4949	Edward and Mark Richards	1450' of retainment boom, (2) 2000 horsepower tug boats with trained pilots.	2-3 hrs to Charleston 2-3 hrs to Georgetown	N o

5230.3 Maintenance**5240 Ground Support**

The Ground Support Unit is responsible for support of service resources; coordination of transportation of personnel, supplies, food, and equipment; fueling, service, maintenance and repair of vehicles and other ground support equipment; and implementing the traffic plan for the incident. The Ground Support Unit Leader reports to the Support Branch Director. The Ground Support Unit shall:

- Review common responsibilities.
- Provide, prioritize, schedule, and coordinate response transportation services.
- Plan, document, and account for response transportation services.
- Develop and implement incident site traffic plan.
- Manage and maintain dedicated transportation resources and coordinate transportation using resources of opportunity.

- Operate and manage the “Motor Pool” of dedicated ground transportation vehicles, including cars, vans, buses, and trucks.
- Arrange for fueling, maintenance and repair of assets.
- Assign and coordinate duty driver schedules.
- Provide support transportation services.
- Order maintenance and repair supplies (spare parts).
- Identify additional transportation resources and logistics support needed.
- Maintain inventory of assets.
- Report to the Logistics and Administration Section Chief on the status of transportation and equipment support, as scheduled.
- Maintain Unit Activity Log (ICS 214).

5240.1 Vehicle Sources

5240.2 Maintenance

5300 Services

The **Service Branch**, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operations of the Communications, Medical, and food units. The Service Branch Director reports to the Logistics Section Chief. The Service Branch Director shall:

- Review common responsibilities.
- Obtain working materials from logistics kit.
- Determine level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in planning meetings of logistics section personnel.
- Review Incident Action Plan.
- Coordinate activities of Service Branch Units.
- Inform Logistics Section Chief of activities.
- Resolve Service Branch problems.
- Maintain Unit/Activity Log (ICS 214).

5310 Food

The **Food Unit** is responsible for determining feeding and lodging of augmenting personnel assigned to the incident. The Food Unit Leader shall:

- Review common responsibilities.
- Provide and coordinate meals and subsistence support to response personnel.
- Plan, document, and account for the number and type of meals required.
- Establish kitchens, galleys, canteens, and other food services support locations.
- Establish and manage sources of supply to support meal and subsistence requirements.

- Provide potable drinking water, coolers, and other beverages required to support response operations.
- Maintain inventory of food on hand, check food supply orders.
- Identify additional resources and logistics support needs.
- Ensure arrangements are made for delivery of food to personnel in a timely manner.
- Ensure all appropriate health and safety measures are taken.
- Maintain a log and record of type and number of meals provided.
- Report to the Logistics and Administration Section Chief on the status of food and subsistence services, as scheduled.
- Maintain Unit Activity Log (ICS 214).

5310.1 Catering/Messing Options

5320 Medical

The Medical Support Unit is responsible for the development of the medical emergency plan. Obtaining medical aid and transportation for injured and ill incident personnel and preparation of reports and records. The Medical Support Unit Leader reports to the Service Branch Director. The Medical Support Unit Leader shall:

- Review common responsibilities.
- Determine the level of emergency medical activities performed prior to activation of the Medical Branch. Identify logistic support needs to the Logistics Section Chief.
- Provide and coordinate emergency and routine medical services to response personnel.
- Manage dedicated Medical Unit resources and coordinate additional medical services.
- Prepare medical emergency plan.
- Respond to requests for medical aid and medical transportation.
- Prepare appropriate medical reports.
- Identify operations, resources, and logistics support needs.
- Act as a liaison between the Unified Command and local medical facilities.
- Report to the Logistics and Administration Section Chief on the status of medical support, as scheduled.
- Maintain Unit Activity Log (ICS 214).

5330 Medical Facilities

Name	Hospital Beds	Phone
Baker Hospital(Roper North)	104	744-2110
Charleston Memorial Hospital	172	953-8303
Charter Hospital	102	747-5830
East Cooper Regional Medical	100	881-0100
Georgetown Memorial Hospital	142	843-527-7461
Grand Strand Regional Medical	172	843-449-4411
MUSC Hospital	585	792-3232
Navy Hospital	065	743-7000

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Name	Hospital Beds	Phone
Roper Hospital	449	724-2915
St. Francis Xavier Hospital	140	402-1000
Trident Hospital	296	797-8800
VA Hospital	280	577-5011

5330.1 Ambulance/EMS Services

County	Name Of Service	Admin #	Emerg #	Paramedics
Berkeley	Alumax Of SC	572-3700	572-5304	No
	Amoco EMS	884-6151	884-6151	No
	Berkeley Co. EMS	761-6900	761-9000	Yes
	Berkeley Co. Rescue	761-8689	761-9000	Yes
	Goose Creek EMS	553-8350	863-5200	Yes
	Hanahan Fire/EMS	744-7400	744-4073	Yes
	Jamestown EMS	257-2812	761-9000	Yes
	St. Stephens EMS	567-2768	761-9000	No
	South Berkeley EMS	553-8750	553-8750	Yes
Charleston	Charleston Co. EMS	740-3257	745-4000	Yes
	Herbert's Amb Serv Langston's Convalescent	577-9292	577-9292	Yes
	& Transportation	899-5515	899-5515	Yes
	Med-U-Care/MUSC	792-9544	792-3311	Yes
	Westvaco	745-3843	745-3000	No
Colleton	Carolina Amb Of Colleton	549-1548	549-1548	No
	Colleton Co. EMS	549-1852	549-1911	Yes
	Herberts Of Walterboro	577-5655	577-5655	Yes
Dorchester	Summerville Amb Serv Upper Dorchester Co	873-0341	832-9770	Yes
	Rescue Squad	873-5111	563-3511	Yes
Georgetown	Georgetown Co EMS Murrells Inlet/Garden	546-7782	546-8140	Yes

County	Name Of Service	Admin #	Emerg #	Paramedics
	City Rescue Squad Pawley's/Litchfield	651-2900	651-2900	No
	Rescue Squad	237-4444	237-4444	Yes
Horry	Aynor Vol Rescue Sq	358-8110	756-0071	Yes
	Mt. Olive Rescue Sq	No #	756-0071	No
	Myrtle Beach Rescue Sq	626-7352	756-0071	Yes
	N. Horry Rescue Squad	756-5959	756-0071	No
	N. Myrtle Beach Rescue		756-0071	Yes
	RAMP 66		1-800-433-8918	No
	Surfside Beach Rescue	238-1216	756-0071	Yes

5400 Communications

The Communications Unit is responsible for developing plans for the effective use of communication equipment and facilities, installing and testing communications equipment, operating the incident communications center, and distribution maintenance and repair and collection of communications equipment. The Communications Unit Leader reports to the Service Branch Director. The Communications Unit Leader shall:

- Review common responsibilities.
- Develop, implement, and coordinate the Incident Communications Plan.
- Deliver, issue, track, maintain, support and recover communications resources, telephones, radios, base stations, repeaters, and other communications facilities.
- Determine Communications Branch personnel and supply needs including telephones (both landline and cellular), radios (hand-held, base stations, and repeaters) and other communications equipment and determine sources of supply.
- Prepare and implement the incident communications plan.
- Advise on the capabilities/limitations of Coast Guard communications equipment during preparation of the incident action plan.
- Provide technical information on:
 1. The adequacy of Coast Guard communication systems currently installed.
 2. Geographic limitations on Coast Guard communications equipment.
 3. Coast Guard equipment capabilities.
 4. Amount and types of equipment available.
 5. Anticipated problems pertaining to communications equipment.
 6. Identify additional communications capabilities and operations. Maintain records on all communications equipment as appropriate.
 7. Report to Operations Section Chief on the status of communications, as scheduled.

8. Maintain Unit Activity Log (ICS 214).

5410.1 Communications Plan

The Port of Charleston is the primary port within the Area with significant volumes of oil or hazardous materials moving through it. Charleston is also a major container port with numerous containers of hazardous materials passing through the port daily. It is most likely that a hazardous material incident or oil spill requiring multi-agency response will occur in this area.

Should an incident occur, particularly a hazardous material incident, an Integrated Communications Plan will provide the ability to communicate effectively within the multi-agency response. Implementation of the Plan begins the moment two or more agencies have jurisdiction over an incident. The Integrated Communications Plan is key to an efficiently functioning Incident Command System.

5410.2 Incident Communications

The **Charleston Integrated Communications Plan** identifies and employs all communications resources available, in a coordinated method, to help contain, neutralize, and minimize the effects of an accident involving oil or hazardous materials.

Depending on the size and complexity of the incident, several different communications networks may be established to support the functional needs of the ICS. These networks include the:

5410.21 Command Network

Established to link supervisory personnel (Incident Commander to Group and Division Supervisors). Cellular telephones, pagers and 800 MHz hand-held radios will provide the primary link between mobile supervisors.

5410.22 Tactical Network

Established to support particular response needs of each agency, geographic area or functional group.

The primary Tactical (multi-agency communications) Network within the Charleston Area is the existing 800 MHz trunked radio network. The 800 MHz radio network is operated by Charleston County EPD and allows each agency to operate autonomously for routine operations. During a multi-agency response, the individual agencies or groups can be dynamically “trunked” together to form a seamless functional response team.

The attached drawing identifies the many agencies interconnected via the Charleston County’s 800 MHz radio network. Communications coverage is exceptional throughout much of the AOR, including out to the northern and southern fringes.

On scene emergency activities in response to a hazardous materials incident will normally be directed by the Fire Chief in whose jurisdiction the accident/incident occurs. The local Fire Chief will coordinate the responding HAZMAT teams. The County's Emergency Operations Center (under the direction of the Charleston County EPD Director) will coordinate additional assistance as necessary, including DHEC and Coast Guard involvement as FOSC.

All communications on the tactical network should be conducted in clear text (plain English), minimizing agency specific terms and abbreviations.

Individual agencies continue to maintain their own VHF radio networks (police, fire, EMS, Coast Guard, DHEC etc.). These private radio networks will serve as each agency's primary operational or working communications network and serve as **secondary** tactical networks, since many agencies do not have inter-agency support of other VHF networks.

5410.23 Ground-to-Air and Air-to-Air Network

Established to coordinate aviation resources and between aircraft assigned to an incident.

5410.3 Communications Support

Support Network - Established to support logistics coordination and resource status changes in a complex response.

The public telephone network will generally be used to coordinate multi-agency logistical and resource issues (via voice and fax). Facsimile (fax) transmissions are the primary method of exchanging complex information quickly and accurately. Appendix III to this Annex of the Charleston ACP contains many area contacts and their respective fax numbers.

5410.4 Communications Facilities

NOTE: Other personnel and services not listed here should be included as an appendix "pull-out" or hyperlink

5500 Reserved

5600 Reserved

5700 Reserved

5800 Reserved

5900 Reserved for Area/District

6000 Finance/Administration

The **Finance Section** is responsible for the centralized tracking and complete documentation of all incident costs and advising the Incident Commander on current and future expenditures, budget status and anticipated shortfalls. The finance section is also responsible for ensuring the appropriateness of contractor costs and issuing contracts for support items.

Refer to Appendix [9730.4 Field Operations Guide \(FOG\)](#) for the FOG and [9720.3 Incident Command System Forms](#) for ICS forms. This section will only provide a brief overview and information specific to the COTP Charleston zone.

6100 Finance/Administrative Section Organization

6110 Finance Section Chief

The **Finance Section Chief** is responsible for all financial and cost analysis aspects of the incident. The Finance Section Chief is a member of the general staff and supervises and manages the members of the Finance Section. The Finance Section Chief shall:

- Review common responsibilities.
- Implement and manage the Finance Section branches and units needed to accomplish Finance Section actions.
- Meet with assisting and cooperating agencies and contractor representatives as required.
- Provide, manage, coordinate, document, and account for access to response funding sources, including the Oil Spill Liability Trust Fund (OSLTF), Natural Resources Damage Assessment Fund (NRDA), and other sources of response funding.
- Manage access to response funding sources including the Oil Spill Liability Trust Fund (OSLTF). Serve as the primary contact to the National Pollution Fund Center (NPFC) and the NPFC case officer to coordinate cost recovery actions. Manage response funding ceilings.
- Coordinate and ensure the proper completion of response cost accounting documentation.
- Coordinate and manage response ceilings, budgets and cost estimates.
- Ensure cost estimates and budgeting documents are prepared.
- Provide financial support for contracting services, purchases, and payments.
- Serve as the primary contact to the National Pollution Fund Center (NPFC) and the NPFC Case Officer to coordinate response cost recovery actions.
- Identify additional financial services resources or logistics support needed.
- Ensure the proper completion of response cost accounting documentation.
- Ensure time records are preserved for later use.
- Ensure obligation documents are initiated, properly prepared and completed.

- Brief superiors on incident related business issues needing attention and follow-up prior to or after leaving the incident.
- Evaluate and report to the Unified Command on status of Section's assigned responsibilities, as scheduled.
- Maintain Unit Activity Log (ICS 214).

6120 Organization Chart

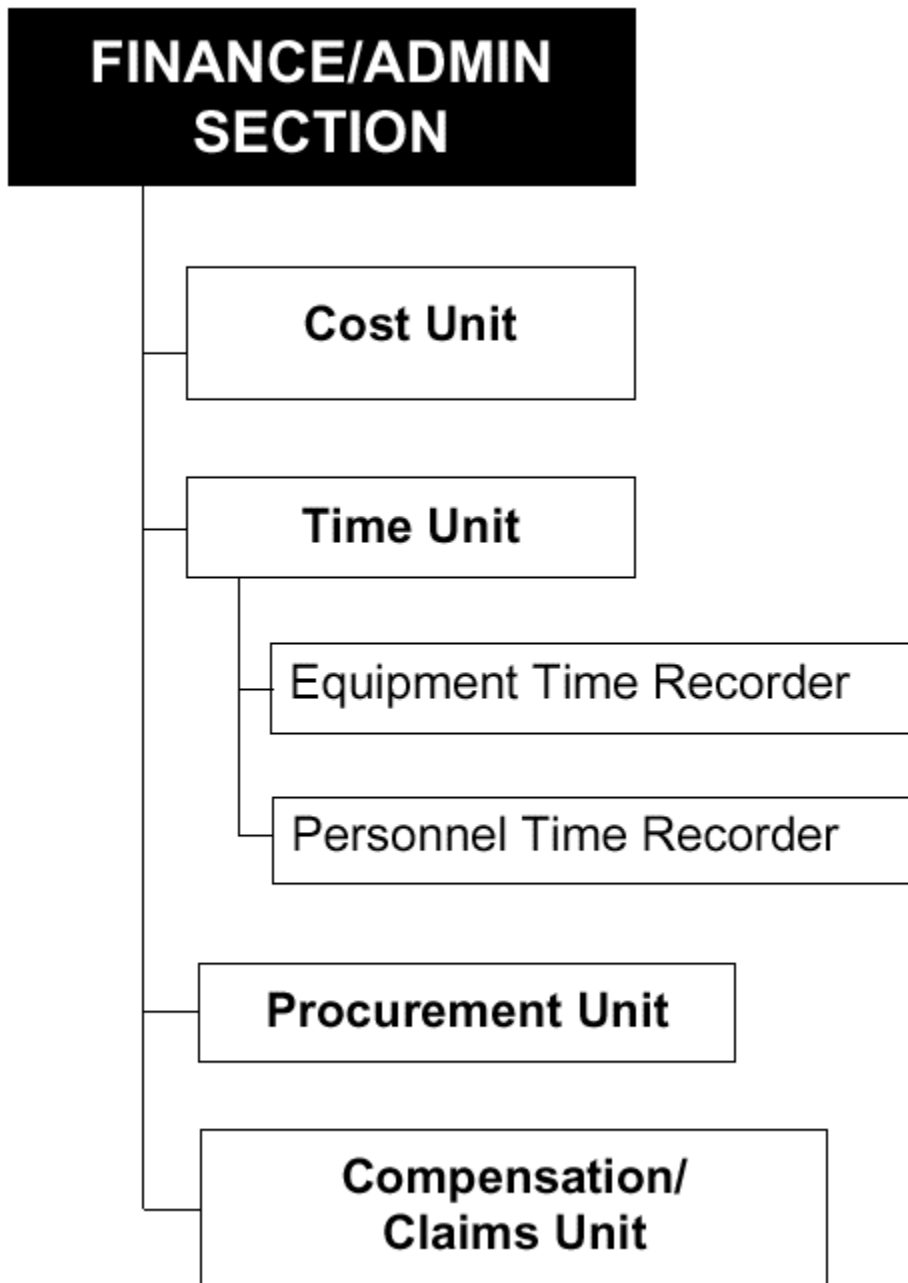


Figure 6-1 Finance Organizational Chart

6200 Fund Access**6210 OSC Access**

During a pollution response operation, the FOSC may determine that the operation has exceeded the \$25,000 limit. At that time the FOSC will access the applicable fund to continue the operation. For spills or potential spills involving petroleum products, the FOSC will access the Oil Spill Liability Fund established by OPA 90. For hazardous substance or material releases or potential releases, the FOSC will access CERCLA. Access procedures vary for each fund.

6210.1 Oil Spill Liability Trust Fund (OSLTF)**6210.11 Federal Pollution Number (FPN)**

1. **Assigning an FPN.** The first step to access the fund is getting a Federal Pollution Number (FPN). District Seven Marine Safety Offices may assign a FPN and establish a project cost ceiling without prior permission from D7(m). A block of FPN's have been assigned to MSO Charleston. The D7 pollution fund administrator will continue to monitor federal projects and should continue to be notified if the project cost ceiling is anticipated to be greater than \$25,000.
2. **Use.** This FPN serves as a control number for all documentation activities and communications. Once an FPN has been assigned, copies of all messages, letters, documentation must be forwarded to NPFC, Coast Guard Finance Center, Maintenance and Logistics Command (MLC), along with any other applicable addressees.
3. **Liquidation/Closing.** At the end of the operation, and when all reports are filed, the FPN and its "account" will be appropriately closed in accordance with procedures outlined in reference (a).
4. **Deactivation.** An FPN must be deactivated if after the number has been assigned no funds are expended.

6210.12 Contracting Commercial Services

- **BOA.** If the contractor already has established a Basic Ordering Agreement (BOA) with the Coast Guard, the contractor is issued an Authorization to proceed. The FOSC must also send a message to the Coast Guard Maintenance and Logistics Command Atlantic (MLCLANT (fcp)) within 24 hours indicating that the Authorization to Proceed has been issued.
- **Non-BOA.** If the FOSC would like to hire a contractor who does not have a BOA, the FOSC must have determined that a BOA contractor is not available or is unable to perform the requested tasks. D7(m) should then be notified of the OSC's intent to hire a non-BOA contractor. Once permission is granted from D7, the FOSC then

issues an Authorization to Proceed, and sends a message to MLC as with a BOA contractor. This message should explain why a BOA contractor was not hired.

6210.13 “Contracting” Other Federal Organizations

The FOSC may “hire” other federal organizations by using a Federal Agency Pollution Removal Funding Authorization. The organization will document its costs using the Pollution Incident Daily Resource Report and bill the fund using Form SF 1080.

6210.14 “Contracting” Other Governmental Organizations

The FOSC may hire state and local governmental organizations by using a Non-Federal Agency Pollution Removal Funding Authorization. The organization will document its costs using the Pollution Incident Daily Resource Report or other system approved by the NPFC.

6210.2 Comprehensive Environmental Response, Compensation, And Liability Act (CERCLA) Funds (*Sometimes Referred To As The Superfund*)

Determine CERCLA applicability. Accessing CERCLA funds is appropriate when:

1. The material is a hazardous substance, pollutant, or contaminant that may present an imminent and substantial threat danger to the public health or welfare;
2. The material has been released, or there is a substantial threat of release, into the environment; or
3. The responsible party is not taking appropriate action, or the FOSC must monitor the responsible party's actions.

Contact the NPFC regional case manager. Once one of the above conditions is met, the FOSC or representative should contact the NPFC regional case manager or through the National Response Center (NRC).

Required information. The following information will be requested during that call:

- Name of incident
- Location of incident (may include facility name, address, city, state, zip code)
- Latitude and Longitude
- Estimate of initial cost estimate to be requested
- Substance(s) involved if known, and description of threat
- Name of contractor(s)
- Estimated duration of response
- Other forces activated by the FOSC in accordance with the NCP
- Responsible party, if known.

The NPFC will provide the CERCLA Funding Site ID# and ceiling limits verbally. This information will be confirmed by message, and will provide the name of the assigned NPFC Case Officer.

- Use. This ID# should be used as the FPN was used—on all documentation, message traffic, etc.
- Deactivation. As with the FPN, if the ID# is not used the number must be closed and the funds deobligated.
- Contracting provisions. Contracting procedures follow the same procedures as with an oil pollution incident.

6210.3 Documentation

During any incident, the Coast Guard will monitor the activities of all contractors hired by the FOSC as well as document its own costs. Other agencies will document their own costs on the appropriate forms. At the end of the response, all documentation will be submitted to the FOSC for verification and forwarding to the NPFC.

6220 State Access

States may request reimbursement of removal costs of oil spills from the U.S. Coast Guard's, National Pollution Funds Center (NPFC). The NPFC administers the Oil Spill Liability Trust Fund (OSLTF), which was established for response compensation. Reimbursement of removal costs may be requested for discharges of oil or the substantial threat of a discharge of oil, into the navigable waters of the United States, when the responsible party is unknown as well as when the responsible party denies the claim or fails to settle within 90 days.

6220.1 Highlights

- The fund may be accessed for recovery of costs incurred due to a discharge of oil, or the substantial threat of a discharge of oil into the navigable waters of the U. S.
- Funds may be requested to cover investigative costs incurred and recoupment of natural resource damages.
- A claim may not be submitted for reimbursement if litigation is pending.
- The decision to pay the claimant will be based solely on the documentation provided within the claim. Therefore, it is essential to have a plan in place that will ensure proper documentation from the initial notification of the incident through to its conclusion.
- In the absence of a responsible party, the efforts made in attempting to find them should be carefully documented as well.

6220.2 Claims For Reimbursement

The State may present claims to the NPFC for reimbursement of removal costs prior to submitting the costs to the responsible party. Claims for costs other than removal must first be presented to the responsible party for reimbursement.

The Governor of the State may, upon request, obligate the OSLTF for payment in the amount not to exceed \$250,000 per incident for removal costs consistent with the NCP. When the State is acting on behalf of the FOSC (EPA or USCG) there is no predetermined cost ceiling.

6220.3 Presenting The Claim

Due to the numerous specifics regarding claim submission, the procedures outlined in reference (a) should be referred to directly to ensure full reimbursement. The critical success factor is thorough documentation, and, although not required, the forms contained within reference (a) should be used for submission. Otherwise, standard State forms should be submitted to the NPFC in advance of any claim for approval.

6230 Trustee Access

Lead Administrative Trustees are agencies with responsibilities for protecting specific areas or natural resources and assessing claims when they are damaged or lost. OPA 90 authorizes these organizations access to the fund through one administrative trustee known as the Lead Administrative Trustee (which must be a federal agency.) The designation of Lead Administrative Trustee is made for each spill based on the trustees jurisdiction and authority over the impacted area.

6230.1 Process

The Federal Lead Administrative Trustee (FLAT) will work directly through the NPFC for each incident requiring funds. The FLAT should submit a request for initiation of a natural resources damage assessment to the cognizant NPFC Regional Manager. The Regional Manager will assign a specific case officer to coordinate the approval process. Together, the NPFC case officer and FLAT will execute a Request and Authorization for Obligation of Funds.

Due to the numerous specific requirements of this process, the procedures outlined in reference (a) should be referred to directly.

6300 Cost

The **Cost Documentation Unit** is responsible for recording all cost data for the incident. The branch ensures vendors providing equipment or services are properly identified and proper paperwork initiated, prepares estimates of future incident costs, and maintains accurate information on the actual use of resources. The Cost Documentation Unit Leader shall:

- Review common responsibilities.
- Initiate and review cost reporting procedures.
- Ensure all personnel/equipment requiring payment are identified.
- Obtain and record cost data in accordance with OSLTF and NPFC requirements including daily personnel time recording documents.

- Manage, coordinate, and perform cost documentation in accordance with OSLTF and State requirements to accounts to account for response costs.
- Plan, coordinate, document, and account for response costs based on the time personnel, equipment, and other resources are accountable to the response.
- Establish contacts with appropriate agencies if their activities will be paid out of OSLTF or CERCLA.
- Prepare incident cost summaries.
- Ensure that all cost documents are accurately prepared and submitted.
- Identify additional resources and logistics support needed to perform cost documentation and time keeping services.
- Make recommendations for cost savings to Finance Section Chief.
- Complete all records prior to demobilization.
- Report to the Finance Section Chief on the status of cost documentation, as scheduled.
- Maintain Unit Activity Log (ICS 214).

6310 Cost Documentation Procedures, Forms & Completion Report

Reference Appendix [9720.4 National Pollution Funds Center Technical Operating Procedures Manual](#)

6310.1 Documentation And Cost Recovery Procedures

6310.11 History

OPA 90 improved the procedures and availability of funding for all agencies and organizations (federal, state, and local) involved in pollution response.

6310.12 “Partial Federalization”

The most significant improvement brought about by OPA 90 is the ability of the FOSC to “partially federalize” a response. Prior to OPA 90, the FOSC could not pay for any resources out of the fund without taking over the entire spill from the responsible party.

Under OPA 90, the FOSC may allow the responsible party to continue all response efforts within their financial and management capability. The FOSC simultaneously may secure and direct additional response efforts using contractors or government personnel and equipment.

6310.13 The Oil Spill Liability Trust Fund (OSLTF)

The Emergency Fund portion of OSLTF will pay removal activities and to initiate natural resource damage assessments. There are provisions for the States to access these funds, and for the payment of claims for uncompensated removal costs and damages. The OSLTF is administered by the Coast Guard’s National Pollution Funds Center (NPFC).

6310.13.1 The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

Under CERCLA, the "Superfund" was established for responses to hazardous materials releases. Although the language of this Act is geared toward long term remedial actions, it is also the appropriate source of funding for emergency responses to hazardous materials. Access to the fund is coordinated directly through NPFC. The fund is administrated by the USEPA.

6310.14 Documentation And Cost Recovery

This portion of the operation begins at the time a pollution case number is assigned. Procedures and requirements increase as the size of the response operation increases.

6310.14.1 Assistance

The FOSC can get assistance in fulfilling cost documentation requirements from the assigned Case Officer at the NPFC or from the District Response Assist Team (DRAT).

6310.14.2 Standard Rates

Standard rates have been established for determining valid removal costs. These are published by the NPFC in their Technical Operating Procedures (TOPs). Contractor rates were negotiated at the time the Basic Ordering Agreements (BOAs) were developed. Other agencies and organizations have similar arrangements. If agencies, organizations, contractors, and others involved in the response operation have not developed standard rate protocols, they should advise the FOSC so that similar arrangements can be developed.

6310.14.3 Non-Federal Organizations

When filing a cost recovery claim, non-federal organizations may use the federal forms enclosed in this ACP, or use their own forms. However, their own forms need to be pre-approved by the NFPC.

6310.14.4 Submission Requirements

For incidents where total expenditures are expected to be less than \$50,000, the FOSC will compile all cost documentation and forward the package at the conclusion of the response operation to the NPFC. For incidents where total expenditures are greater than \$50,000, this information must be compiled and forwarded to NPFC daily.

6400 Time

The **Time Unit** is responsible for equipment and personal time recording. The Time Unit Leader shall:

- Review common responsibilities.
- Review Unit Leader responsibilities.
- Obtain briefing from Finance Section Chief.
- Determine resource needs.
- Establish contact with appropriate agency personnel/representatives.
- Ensure that daily time recording documents for personnel are prepared in compliance with time policies.
- Establish commissary operation as required.
- Submit cost estimate data forms to Cost Unit as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Release time reports from assisting agencies to the respective agency representatives prior to demobilization.
- Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Activity Log (ICS 214).

6500 Compensation/Claims

The **Compensation and Claims Unit** is responsible for seeing that all forms for compensation/claims by workers and third parties are completed. Tort claims involving property are also handled in this branch. The Claim/Compensation Unit Leader shall:

- Review common responsibilities.
- Receive, coordinate, document, and process claims against the OSLTF, NRDA, or State funding sources.
- Designate source of spill and require responsible party to advertise for potential claims.
- Coordinate possible claims against the Oil Spill Liability Trust Fund (OSLTF).
- Determine need for claims specialist.
- Brief claims specialists on incident activity.
- Review logs of claims specialists to ensure completeness, accuracy, timeliness and in accordance with policies and procedures.
- Coordinate evaluation of personal property damage claims.
- Identify additional resources and logistics support needed to process claims.
- Ensure that all claims logs are up to date prior to demobilization.
- Report to the Finance Section Chief on the status of claims processing, as scheduled.
- Maintain Unit/Activity Log (ICS 214).

6600 Procurement

The **Procurement Unit** is responsible for administering financial matters pertaining to vendor contracts. The Procurement Unit may also work with local jurisdictions to locate sources of equipment, prepare and sign rental agreements, administer the associated contractor paperwork. The Procurement Unit Leader shall:

- Negotiate, coordinate, document, and manage all contracts needed to support response operations.
- Coordinate with local jurisdiction on plans and supply sources.
- Prepare and sign contracts and procurement orders as needed.
- Manage, coordinate, document, and account for all procurement orders needed to support response operations.
- Arrange contracts through MLCA(fcp) for contractors who do not hold current basic ordering agreements (BOAs) with the Federal Government.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate procedures for handling claims with Claims Branch.
- Manage, coordinate, document, and account for all payments made to support response operations.
- Identify additional resources and logistics support needed to accomplish contracting and procurement services.
- Maintain ongoing summary of funds obligated and keep Finance Section Chief informed.
- Complete final processing and send documents for payment.
- Report to the Finance Section Chief on the status of contracting, procurement, and payment services, as scheduled.
- Maintain Unit Activity Log (ICS 214).

6610 Contracting Officer Authority

6620 Reserved

6630 Reserved

6640 Reserved for Area/District

7000 Hazardous Materials

7100 Introduction

This section is intended to meet the Federal Water Pollution Control Act (FWPCA) requirement for hazardous-substance-release contingency planning. Public Law 101-380, which created the Oil Pollution Act of 1990 (OPA 90), also amended the FWPCA (codified as Title 33, United States Code, Section 1321(j)(1)). Among other things, that amendment requires contingency planning for releases of hazardous substances in the Area Contingency Plan (ACP), and requires response plans for waterfront facilities and vessels handling hazardous substances. The substances designated by the FWPCA as hazardous, and therefore requiring contingency planning in accordance with the FWPCA, are listed in Title 40 CFR 116.4.

While the law requires planning for “hazardous substance (HAZSUB)” releases, the developers of this section have chosen to use the broader term “hazardous materials” (HAZMAT) for plan development. The Coast Guard has authority, jurisdiction, and resources that may be used to assist a HAZMAT incident response even if the substance released is not a FWPCA-designated substance. Essentially, this section addresses response to any undesirable non-oil substance leaked into the environment. This section outlines the jurisdictional boundaries of HAZMAT incident response between federal, state, and local agencies, and identifies some of the available response assets to address a hazmat incident.

7200 Background

For the purposes of this section, the discussion will be limited to hazmat incidents occurring during marine transportation only. This approach has been taken in order to isolate the issues of jurisdiction and response procedures to one clearly defined area. However, the authorities, jurisdictions, and resources identified herein may be useful in any hazmat incident impacting waters where the CG MSO Charleston has jurisdiction as Federal On Scene Coordinator (FOSC). Response and management of a hazmat incident is primarily the responsibility of local government acting as the lead for public health and safety within their jurisdiction. This is especially true when an incident occurs in an inland location. Local fire and police departments and other emergency personnel who have been trained in response procedures for hazmat incidents will respond and be the first officials to begin handling the emergency. If other local assistance is required, or, due to the size of an incident, state, or federal resources are needed, a larger response network is built through the Incident Command System (ICS) and a Unified Command (UC) representing joint decision-making authority will be developed.

However, hazmat-incident response in the marine environment offers a unique set of variables that do not lend themselves to be defined along clear jurisdictional lines. Local government personnel may have the resources and training to respond properly to land-based incidents, but do not have expertise in dealing with marine fire fighting or emergency response on water. Conversely, the CG has the expertise to assist in the management of many marine incidents, such as fire, marine casualty, or rescue. State and federal specialized response teams have the proper training to assist in an incident response, but must be located and requested through appropriate channels and integrated into the management structure in order to properly aid the Incident Command (IC) team.

The question of who is in charge of an incident and who actually manages the incident may be two separate entities. Section 311(c)(1) of the CWA, as amended by OPA 90, gives the OSC authority to “direct or monitor all Federal, State, and private actions to remove a discharge.”

The National Contingency Plan (NCP), states (in 40 CFR 300.135(d)) that “the OSC’s efforts shall be coordinated with other appropriate federal, state, local, and private response agencies. OSCs may designate capable persons from federal, state, or local agencies to act as their on-scene representatives.” Thus, a local government may manage a response, and the OSC’s only involvement would be notification and confidence that the local official, serving as the OSC on-scene representative, had the capabilities to conduct a safe and effective response, with OSC assistance as needed. The method by which an emergency is managed is contingent upon two variables: the incident’s location and size. If at a dock, where local responders can have direct access to a site, local government will start out in the lead. If the incident is on an anchored vessel or at sea, the Coast Guard (CG) will likely begin as the incident commander. Initial response to marine hazmat emergencies will involve local government responders, the CG, and appropriate state agencies, but as the incident grows and the need for specialized personnel and resources increase, the ICS will expand and the UC will be formed with the responsible decision makers. Given the specifics of a particular incident, the lead authority in the UC team would likely be the local government or the CG, with potential involvement by the responsible party (spiller) and the state. Communication and coordination will be paramount in any hazmat incident in order to ensure a proper response structure and clear lines of authority exist.

7300 Government Policy And Response

The response system for the governmental agencies widely differs depending on which level of government is involved. Each level has its own unique capabilities, responsibilities, response strengths, jurisdictions, and authorities. The following sections describe the response actions and systems for the federal, state, and local agencies as viewed by the agencies themselves.

7310 Federal Policy and Response

Under the NCP, the federal OSC is the senior official for all response efforts. These responsibilities are shared between the CG and the Environmental Protection Agency (EPA). The CG provides the OSC for oil

discharges and hazmat releases into or threatening the coastal zone. EPA provides OSCs for oil discharges and hazmat releases into or threatening the inland zone. The CG OSC has additional responsibility for spills, releases, and threatening spills and releases from vessels and CG-regulated marine-transportation-related facilities.

The role of OSC is radically different depending on the material(s) involved in a spill or threatening to impact federal waters. In incidents involving oil, the CG OSC takes a very active role in the response. The OSC serves as the senior member of the UC and directs the response activities. For hazmat releases or potential releases, the OSC looks after federal interests and provides support to the local, county, or state responding agency. The OSC would assume an active role only under specific circumstances, such as when an incident exceeds response capabilities of local agencies. The OSC would assist the state and local agencies with any technical advice, obtaining specialized assistance, and monitoring of the response.

Coast Guard responsibilities include the following activities:

- Conducting local contingency planning for response to hazardous chemical releases
- Conducting traditional COTP response measures such as restricting access to the affected area and controlling marine traffic; notifying facilities operating vulnerable water intakes of the release; coordinating with state and local emergency forces; and assisting as resources and capabilities permit.
- USCG COTPs serve as the designated OSCs for the coastal zone. The CO of the MSO is designated by the Commandant of the USCG as the COTP for the purpose of giving immediate direction to CG law enforcement within his assigned AOR.
- The COTP can control access to an area by establishment of an safety zone. That safety zone can include waterfront facilities, vessels, and areas of water or land, or both.
- The COTP can enlist the aid of Federal, state, county, municipal, and private agencies to assist in the enforcement of access control. This authority also allows use of CG resources for transportation of hazmat incident responders, both government agencies and commercial.
- The COTP can control marine traffic by directing vessel movements in a specified area. The COTP can create a COTP order directing a specific vessel's operation, including anchoring, for, among other things, "temporary hazardous conditions."
- The COTP can prohibit entry into U.S. waters for multiple reasons, including discharges of oil or hazardous materials.
- The COTP can request a response from our Gulf Strike Team (GST) in Mobile, Alabama.
- The COTP can have other CG units make marine band radio broadcasts for both informational purposes and to assist enforcement actions.
- The CO, MSO Charleston is also the Officer in Charge, Marine Inspection (OCMI). As OCMI he is tasked with inspection of vessels, shipyard and factory inspections, investigation of marine casualties

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and accidents, licensing mariners, and enforcement of vessel inspection, navigation, and seamen's laws in general.

- Conducting a preliminary assessment of the incident to: (1) evaluate the magnitude of the threat to the public health and welfare and the environment, (2) determine if response action by the spiller and/or the state and local government is adequate, (3) establish jurisdiction for a Federal response, and (4) collect the data necessary to formulate a response plan if a Federal response is warranted.
- County and municipal agencies may have jurisdiction and responsibility. Their responders may require transportation, and the COTP may be able to arrange it.
- If the COTP can bring expertise, personnel, or equipment to assist a problem at sea, we do not expect an offer of assistance to be declined. If the incident is at sea, the COTP can also contact Special Forces (including USCG National Strike Force (NSF), EPA Environmental Response Team (ERT), NOAA Scientific Support Coordinator (SSC), EPA Technical Assistance Team (TAT), etc.) for recommendations.
- Contacting the owner and/or operator of the source of the release, if known, to inform them of their potential liability for government removal costs, to explain the Coast Guard's role as OSC, and to gather information for response and port safety purposes. Administrative orders shall be used when appropriate to direct actions of the responsible party.
- The state has various funding sources of their own, and should evaluate appropriate state sources before seeking CERCLA money. While the COTP can issue an administrative order to a facility under the authority of CERCLA Section 106, the definition of facility under CERCLA section 101(9) does not include vessels. Therefore, the COTP cannot issue administrative orders to vessels. The COTP may, however, be able to use a COTP order to accomplish the same effect.
- Based on the findings of the preliminary assessment, carrying out first aid mitigation actions if the situation warrants immediate action. First aid mitigation actions are those response actions taken by OSC personnel necessary to address immediate concerns prior to the arrival of cleanup contractors or action by the responsible party.
- Monitoring cleanup actions of responsible parties or, in the case of Federal removals, providing on-scene supervision of removal activities, ensuring the employment of a sound removal strategy.
- The OSC is not expected to be capable of designing and carrying out a complex removal plan. In certain situations, support from Special Forces (E.G. National Strike Force (NSF), EPA Environmental Response Team (ERT), NOAA Scientific Support Coordinator (SSC)) may be necessary to assist in the development or review of a removal strategy.
- In either case, the OSC shall ensure that guidelines regarding worker safety are adhered to by all parties involved in the response.
- To create a site safety plan, COTP may require the assistance of the ship's agent or shipping company for providing both the hazardous materials manifest and assistance in creating a removal strategy.

- For Federal removals, arranging for the services of contractors and supervising their actions, ensuring that response costs are documented as required by Chapter 86 of the Marine Safety Manual.

7320 State Policy and Response

South Carolina Department of Health and Environmental Control (DHEC) is the state agency responsible for protecting and promoting public health and the environment. DHEC is designated a natural resource trustee in the State of South Carolina under the federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

DHEC is also responsible for enforcing environmental law in the State of South Carolina. The laws applicable to this incident include the Pollution Control Act and the Hazardous Waste Management Act. The Pollution Control Act (Title 48, Chapter 1, Section 10 of the Code of Laws of South Carolina) states that the South Carolina DHEC shall have the authority to abate, control, and prevent pollution. The Hazardous Waste Management Act (Title 44, Chapter 56, Section 200) adopts federal CERCLA as state law. Under "state CERCLA," the state is authorized to take any action, consistent with the state contingency plan, that it deems necessary to protect the public health, public welfare, or the environment. Under the Federal Clean Water Act, DHEC serves as a member of the Federal Regional Response Team. For inland planning and response, DHEC coordinates with the United States Environmental Protection Agency in implementing the National Contingency Plan (NCP) and the Area Plan. In the coastal area, DHEC ensures that state interests and concerns are addressed and cooperates with the U.S. Coast Guard, who is designated Federal On Scene Coordinator, in implementing the NCP and the Area Plan.

Under the State Contingency Plan, DHEC has been designated as the agency responsible for responding to chemical releases. The plan also designates a State On Scene Coordinator (SOSC) who is responsible for determining DHEC's level and method of response. For each Environmental Quality Control (EQC) district, the plan enables the SOSC to appoint District On Scene Coordinators (DOSCs). They work as his agents and are empowered to represent him.

The Central Office Emergency Response Section (ERS) is the central point of call reporting of releases of oil and hazardous substances within the State of South Carolina. Notifications should be made to the following number: 1-888-481-0125.

The ERS consists of seven staff positions, three emergency response vehicles, an oil spill response trailer, and various other supplies to facilitate a response to oil and hazardous material releases within the state. The State of South Carolina Contingency Plan for Spills and Releases of Oil and Hazardous Substances addresses what equipment is available within the ERS. The Contingency Plan also describes all other equipment and personnel available to the ERS during such releases.

7330 Local Government Policy and Response

Local governments have developed local area plans (which differ from the Federal ACPs) documenting policies and procedures for responding to hazmat incidents. These policies and procedures include sections on notification and coordination, communications, utilization of the incident-command system, pre-emergency planning, public safety and information, supplies and equipment, and responsibilities of responding organizations. The main responsibilities of the response agencies are to rescue and treat victims, perform fire suppression, isolate contaminated areas from the general public, control and contain hazardous materials, and facilitate any public evacuations or shelter-in-place operations. The area plan delineates who is responsible for management of the incident. Local area plans may differ on the designee of the incident commander.

7340 Response Assets: See section 9000

8000 Marine Fire Fighting

8100 Introduction

The Coast Guard will render assistance as available, based on the level of training and the adequacy of equipment. The Charleston Captain of the Port intends to maintain this traditional "assistance as available" posture. The Coast Guard is not prepared to relieve local fire departments of their responsibilities. Paramount to preparing for marine fires is the need to integrate regional response planning and training efforts, particularly among federal, local fire departments and port authorities. The Charleston Captain of the Port shall provide appropriate assistance to local municipal fire departments, vessel and facility owners and operators.

The size, scope, and location of the marine fire will determine the level of response by various agencies and the extent to which operations are adversely affected.

In addition to the Coast Guard, many federal, state, and local agencies will be providing assistance with marine firefighting response operations. These organizations include:

1. Vessel owners and operators;
2. Facility owners and operators;
3. Municipal and Volunteer Fire and Police Departments;
4. Affected port authorities;
5. Mutual aid organizations
6. Contractor resources; and/or
7. Other interested parties.

The following assumptions are made:

- The size of the fire will exceed the capabilities and resources of the vessel or platform crew.
- Vessel or platform condition and stability allow for safe firefighting activities to attempt to control and extinguish the fire.
- The vessel, offshore rig, or stationary oil platform fire has the potential of releasing oil or hazardous materials into U.S. navigable waters in harmful quantities.

8200 Command

Upon activation of this section of the Area Contingency Plan, firefighting resources under the direction of the Incident Commander will respond in an appropriate manner to attempt to control and extinguish the fire. Coast Guard assets will be prepared to provide "assistance as available" to the firefighting efforts when appropriate qualified fire service officers are present and able to assume command.

The senior fire service officer present in whose jurisdiction the marine fire occurs will serve as the Incident Commander. For vessels underway, the master of the affected vessel or another designated representative of the owner/operator will serve as the Incident Commander. The Charleston Captain of the Port shall not assume overall control of firefighting efforts when appropriate qualified fire service officers are present and able to assume command.

The command post will be established as soon as practicable at a location determined by the Incident Commander.

The primary means of communication will be determined by the Incident Commander.

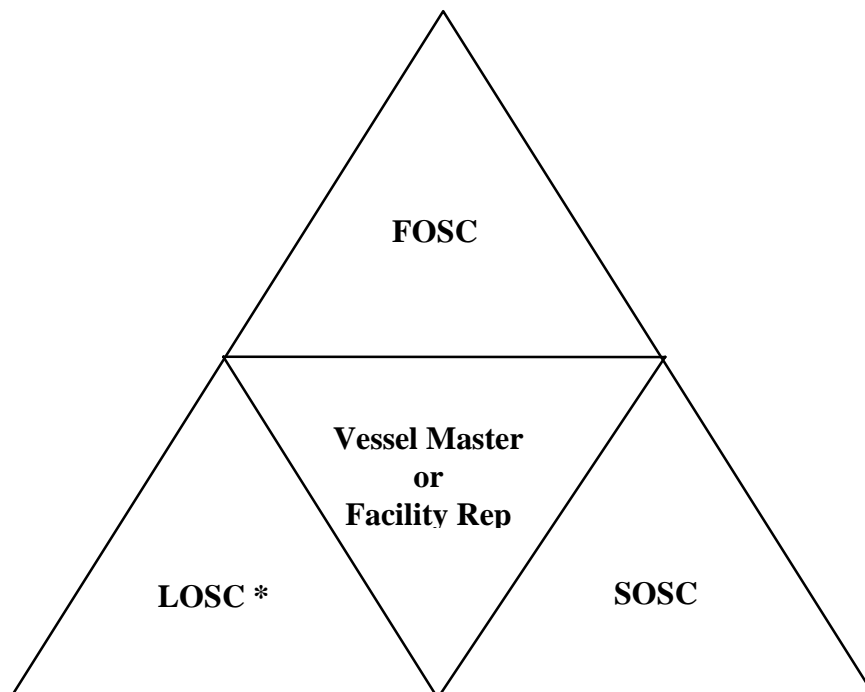


Figure 8-1 – Marine Fire Fighting Command Structure

* See second paragraph in Section 8200.

8300 Operations

Initial response operations will be the responsibility of the owner/operator of the vessel or facility. Owners and operators of vessels and port facilities must develop their own contingency plans to respond to marine fires. If they intend to utilize local mutual aid organizations the owners and operators must make contact immediately to settle indemnification requirements. The U.S. Coast Guard can not contract mutual aid organizations for vessel or facility owners/operators. Facility owners and operators must take additional steps to limit the spread of fire to or from their facility and any vessels docked nearby.

Local firefighting organizations (municipal, volunteer, industrial and contractor) must be prepared to respond within the limits of their training and capabilities. If firefighting resources are not trained or capable of handling a marine fire, they can take appropriate measures to prevent the fire from spreading to nearby exposures.

The U.S. Coast Guard will provide assistance as available. This may include establishing safety zones, rerouting or restricting vessel traffic, making marine broadcasts, assistance with search and rescue or medical evacuation, deployment of the Mutual Marine Firefighting Pact, or a pollution response. The Charleston Captain of the Port will be prepared to continue in the role of Federal On-Scene Coordinator (Incident Commander) upon conclusion of firefighting operations to oversee salvage operations or pollution responses.

Other affected organizations, particularly pollution response or salvage organizations, will respond as directed by the Incident Commander.

The master of the vessel can deny local firefighters access to his vessel. He will then utilize his resources to control and fight the fire. If the U.S. Coast Guard determines that the master's efforts are inadequate, actions may be taken to ensure a proper response. If the master does request or is required to use professional assistance he is not relieved of command, or responsibility for overall safety of the vessel. However, the master should not normally countermand any orders given by the firefighters in the performance of firefighting activities on board the vessel, unless the action taken or planned clearly endangers the safety of the vessel, crew, or passengers.

8310 Incident Commander Responsibilities

The designated Incident Commander will direct employment of responding resources. Firefighting resources will be employed based on:

- Location and extent of fire;
- Class and extent of cargo involved;
- Possibility of explosion;
- Stability of the vessel;
- Hazard to crew or other resources present at location;
- Weather forecast;
- Maneuverability of vessel;
- Effects on bridges which must be transited; and
- Alternatives if the vessel is not allowed entry to or movement within a port.
- The Charleston Captain of the Port will direct the employment of Coast Guard resources (small boats, helicopters, Marine Firefighting Coordination Team, Coast Guard Strike Team, etc.).
- Other responding agencies will report to the Incident Commander for assignment of duties.

8320 Master Responsibilities

The master of the vessel will:

- Implement the initial response based on the fire control plan of the vessel or platform.

- Establish communications, both internal and external. Ensure that proper notifications are made to the appropriate fire department or contractor and the Coast Guard. If appropriate, notify the facility to which the vessel is docked, the port authority, and any nearby vessels.
- Control the operation and use of all fixed firefighting systems aboard the vessel.
- Coordinate the efforts of shipboard or fire teams responding to the fire.
- Decide if it is necessary to abandon ship. If the crew is ordered to abandon ship, the master will ensure that the proper procedures are carried out and that the Coast Guard is immediately notified. The Incident Commander will direct the firefighting operations of all responding agencies.

8330 Tactical Priorities

Operational response will be based on the following tactical priorities:

- Rescue
- Exposure
- Confinement
- Extinguishment
- Overhaul
- Gas Freeing (Ventilation is a tactical operation which can be utilized during any of the phases)
- Salvage

8340 Considerations

Firefighting response considerations include:

- Establishment of a command post.
- A complete size-up to determine what is burning (class of fire and materials involved).
- Coordinate a marine firefighting response.
- Determination as to whether the fire main system is operating and the location of other firefighting resources on board.
- Obtaining the fire control plan of the vessel or facility.
- Hose lines taken aboard vessels should be large hose lines (3" to 6") with reducers for smaller hand lines and sufficient international shore connections.
- Maintaining two separate gangways to the vessel, one for personnel access and the other distinctly to serve as a hose conduit or support.
- Determination as to whether the ventilation system is operable. If not, portable equipment will be required.
- Planning for additional equipment to arrive on scene during early stages of the response. Establish appropriate staging areas for arriving equipment.
- Recognition that a language barrier may exist. The vessel's agent, a vessel's officer, or other interpreter may be required.

The USCG Charleston Captain of the Port will:

- Be prepared to assume the role of Incident Commander if the firefighting response is inadequate or non-existent, causing the threat of an oil or hazardous material release into U.S. navigable waters in harmful quantities.
- Be prepared to assume the role of Incident Commander if the incident has the potential of involving pollution or is classified as a marine disaster by the USCG Seventh District Commander or USCG Captain of the Port.
- Provide Coast Guard resources in coordination with the Incident Action Plan established by the Incident Commander.
- Assist the Incident Commander in developing the Incident Action Plan and in integrating federal resources into the response in required. See Section 8400 for further details on the Marine Firefighting Coordination Team.

The owner/operator of the vessel on which the fire is burning is responsible to ensure notifications are made to the appropriate agencies.

8400 Planning

The Incident Commander is responsible for organizing and staffing the Planning Staff. It is preferred that these resources are the combined talents of the vessel, platform, or facility personnel, along with local firefighting resources, contractor personnel, and federal/state agencies.

One local resource available is the Mutual Marine Firefighting Pact, comprised of local firefighters specifically trained in marine firefighting as well as Coast Guard personnel from MSO Charleston. They will be employed to assist the Incident Commander with shipboard firefighting response activities. The Mutual Marine Firefighting Pact will serve in the role of "Technical Specialists" the team's principal role is to assist Incident Command in developing and implementing firefighting tactics and strategies

Specific mission areas include:

- Coordinating the efforts and utilization of Coast Guard and other resources involved in the response.
- Interpreting the vessel's fire control plan and damage control plan for the Incident Commander. Team members can also provide a better understanding to the layout of the vessel and awareness of specific safety concerns.
- Assisting the Incident Commander in determining shipboard stability characteristics through Navy SupSalv and the Coast Guard Marine Safety Center.
- Coordinating and monitoring contractor resources.
- Facilitating the transfer of command from the Incident Commander to the Charleston Captain of the Port following conclusion of firefighting operations, if there still remains a pollution threat.

The Mutual Marine Firefighting Pact, can be activated by contacting the local fire department in which the incident has occurred.

8500 Logistics

Responding agencies and resources will be responsible for their own administrative and logistical support until such time as a Logistics Section is established.

The Logistics Section Chief will be appointed by the Incident Commander.

8600 Finance

The owner/operator of the source of fire, facility or vessel is responsible for the financial costs associated with marine firefighting. During the initial phases of the fire response, each responding entity would maintain their own cost accounting using their established organizational procedures. In the event of a large incident which extends into a long period of response, the Incident Commander may activate a unified Finance Section.

A marine fire may lead to the release of harmful quantities of oil or hazardous substances. Dependent on the severity of the fire, the Federal On-Scene Commander can access either the Oil Spill Liability Trust Fund (OSLTF) or the Superfund (CERCLA) to fund all appropriate measures of response to cleanup, mitigate, or prevent a release into the environment. In the most severe of circumstances, it may be appropriate for the FOSC to fund firefighting resources if the Responsible Party has not taken adequate or appropriate actions. See Section 6000 for accessing either the OSLTF or CERCLA funds.

8700 Marine Firefighting Checklist

See Appendix B Sample Vessel Fire Checklist in NFPA 1405

8800 Marine Firefighting Resources

In addition to local fire departments, marine firefighting resources include the following:

- Refer to Appendix [9240.32 Salvage Companies/Divers](#)
- Refer to Appendix [9210.4 US Navy Supervisor Salvage \(SUPSALV\)](#)
- Refer to Appendix [9240.3 Fire Fighting/Salvage Companies/Divers](#)
- Refer to Appendix [9230.6 Fire Departments](#)

9000 Appendices

9100 Emergency Notification

9110 Initial Awareness, Assessment & Notification Sequence

9110.1 Initial Report

Each report of a spill must be captured on a spill report form. A recommended form is included, it should be completely filled out for each report. Some of the information required includes:

- Time Report Received
- Caller Name, Address, & Phone Number
- Vessel/Facility Information
 1. Name
 2. Type of vessel/facility
 3. Nationality (Vessel Only)
 4. Location of Incident
 5. Time of Incident
 6. Type of Incident (Explosion, Grounding, etc.)
 7. Pollutant(s)
 8. Estimated Amount Spilled
 9. Total Potential Amount
 10. Weather/Sea Conditions
 11. Point of Contact (Responsible Party Name & Phone #)
 12. Vessel Agent(s) (Name & Phone #)
- Spill Classification

9110.2 Notifications

Upon receipt of a report of a spill or release the appropriate notifications must be made to advise other government agencies which may have an interest in the incident. If the NRC has not been notified, the receiver of the report should encourage the reporting party to make this call, even for reports of mystery sheens and spills.

The Initial Pollution Report Checklist contains a “bare bones” notification listing. If the incident is large or particularly complicated the Emergency Notification List should be used. In either circumstance, the Emergency Notification List contains the contact number for a wide array of agencies, groups, trustees, and organizations that play a role in environmental response. In addition, its use will ensure that those who should be notified are notified.

9110.3 Chronological Log

After receiving the report and completing initial notifications a chronological log of events must be started and maintained throughout the incident. Information in this log will be used to develop the POLREPS and any After Action Reports required. It is imperative that the log be thorough and accurate.

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9110.4 Initial Assessment Check-off List

Report Information		
Date	Time	Received By
NRC Report Number	MC/TK Number	
Reporter (Name)		Phone Number
Address		
Spill Information		
Date	Time	Waterway
Source		Cause
Location		
Material Spilled		Amount Spilled
Spill Dimensions		
Cleanup Action? Yes / No		Product Contained? Yes / No
Responsible Party Information		
Responsible Party		Phone Number
Vessel Information		Facility Information
Name		Name
Flag	VIN Or State Number	
Agent/Phone		
QI/Phone		

DOES CASE MEET CRITERIA OF 46 C.F.R. 4.05? **YES / NO**
(IF YES, CONTACT INVESTIGATIONS DEPT)

	OIL (gallons)		HAZMAT
	Inland	Coastal	
Minor	<1,000	<10,000	<RQ Minimal threat to public health/ U.S. welfare/environment
Medium	1,000 - 10,000	10,000 - 100,000	>RQ Release not meeting the criteria for classification as a minor or major release
Major	>10,000	>100,000	Substantial Threat or Critical Public Concern

NOTIFY THE FOLLOWING AS REQUIRED

TIME	NOTIFIED	WHO	PHONE NUMBER
	NRC		1-800-424-8802
	SC DHEC		1-888-481-0125
	SC DNR		
	PortOps Dept Head		(843)
	XO		1-800-946-4646 (Bpr) PIN# 6041736
	CO		1-800-946-4646 (Bpr) PIN# 6029057
	EPA Region IV		404-347-4062
	D7 (cc)		305-536-5611
	D7 (m) Duty Officer		305-536-5651

[illegible]

Who	Phone #	Time	Date	Initials
USCG				
CCGD7 (mep)**	(305) 536-5651			
CCGD7 (opcen)**	(305) 536-5611			
CCGD7 (dl)	(305) 536-5653			
NSFCC	(919) 331-6000			
GULF STRIKE TEAM				
LANT PUBLIC AFFAIRS	(212) 668-7114			
MLCLANT (fcp)				
LANT OPCEN (24 hr.)				
STA. GEORGETOWN	(843) 546-2742			
MSO SAVANNAH	(912) 652-4371			
MSO WILMINGTON	(919) 343-4882			
AIRSTA SAVANNAH	(912) 352-6737			
GROUP CHARLESTON	(843) 724-			

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Who	Phone #	Time	Date	Initials
	7616/8/9			
NRC*	(800) 424-8802 (202) 267-2675			
Federal Agencies				
U.S. EPA				
NOAA HAZMAT, Seattle	(206) 526-6317			
NOAA "Trustee Notification"	(206) 526-6317			
NOAA SSC	(305) 530-7931			
USF&WS (DOI)	(843) 795-7729			
NATIONAL PARK SER.	(843) 883-3123 1-888-614-0672			
U.S. DEPT. OF ENERGY	(843) 725-3333			
U.S. DEPT OF JUSTICE	(843) 727-4583			
NUC REG COM				
NMFS (DOC)				
U.S. ARMY CORPS				
FEMA (24 hr.)	(202) 646-2400			
U.S. ARMY	(843) 751-7640			
U.S. FOREST SERVICE (WAMBAH AREA)	(843) 887-3257			
State Agencies				
SCDHEC CHARLESTON* (24 hr) COLUMBIA	(843) 740-1590 (888) 481-0125			
SCDNR (24 hr.)	(843) 762-5068 (800) 922-5431			
SC STATE HWY. PATROL	(843) 740-1660			
SC DEPT OF HIGHWAYS	(803) 740-1655			
SC COASTAL COUNCIL	(803) 744-5838			
SC STATE PORTS AUTH	(803) 577-8659			
SC STATE GOVERNOR	(803) 734-0425			
SC STATE PARKS	(803) 734-0165			
County Emergency Preparedness Divisions				
BEAUFORT EPD	(843) 524-2777			
BERKLEY EPD	(843) 761-9000			
CHARLESTON EPD	(843) 554-4700			
COLLETON EPD	(843) 549-2529			
DORCHESTER EPD	(843) 873-5111			
GEORGETOWN EPD	(843) 527-7820			
HORRY EPD	(843) 248-1300			
Environmental Interest Groups				
AUDUBON SOCIETY	(843) 577-7100			
SIERRA CLUB LUNZ CHAPTER	(843) 556-3620 (843) 769-6899			
SC COASTAL CONSERVATION LEAGUE	(843) 723-7689 (843) 723-8035			
SC SEAGRANT	(843) 727-2078			
COOPER RIVER WATER USERS ASSOC	(843) 797-9073			

Who	Phone #	Time	Date	Initials
CONCERNED CITIZENS FOR THE ASHLEY RIVER	(843) 553-9606			
SAVE THE WANDO ASSOC	(843) 577-4920 (843) 883-3880			
THE STONO RIVER ENVIRONMENT PROTECTION ASSOC	(843) 762-0274			

*Notify on all pollution incidents.

**Notify on all actual or potential medium or major pollution incidents.

9200 Personnel and Services Directory

9210 Federal Resources/Agencies

9210.1 Trustees for National Resources

The Federal Trustees for natural resources are responsible for assessing damages to the resources in accordance with the Oil Pollution Act of 1990, regulations promulgated under section 301© of CERCLA, seeking recovery for the losses from responsible party or from the fund, and devising and carrying out restoration, rehabilitation and replacement plans pursuant to CERCLA. The Federal Trustees for natural resources in the COTP Charleston AOR are as follows:

9210.11 Department of Agriculture (U.S. Forest Service)

Notified of any event which threatens a National Forest.

POC	Phone
Mr. David Wilson	(843) 561-4000
Mr. Glen Stapleton Alt POC/District Ranger	(843) 887-3257
David Kuhn Fire Dispatcher	(843) 336-4580

9210.12 Department of Commerce (NOAA)

Notified of any incident impacting natural resources found in or under the waters navigable by deep draft vessels, in or under tidally influenced waters, waters of the contiguous zone, and the outer continental shelf, and in upland areas serving as habitat for marine mammals and other protected species.

The Department of Commerce (DOC), through NOAA (National Oceanographic & Atmospheric Administration), is a significant player in oil spill and hazardous material release responses to meet the goals of protecting the environment effectively, mitigating collateral harm, and facilitating environmental recovery.

NOAA could perform up to four functions during a spill of oil or hazardous materials. All these functions have response and contingency planning aspects. Although they are closely intertwined, they are carried out by separate organizational groups within NOAA. These four functions are:

- Coordinating scientific support to the OSC,
- Representing DOC/NOAA on the RRT,
- Conducting activities relating to damage assessment, and
- Acting as a First Federal Official and lead trustee on spills in National Marine Sanctuaries.

9210.12.1 Scientific Support Coordinator (SSC)

The SSCs and their support teams provide scientific advice to support the Federal OSC in operational decisions. (See Sections C.I.d.v: "Technical Specialists" and F.V.e: "NOAA Scientific Support Coordinators" in this ACP.)

9210.12.2 DOC/NOAA RRT Membership

NOAA represents DOC on the RRT as the RRT Co-Chair. As the RRT member, they represent DOC/NOAA's policies, including formal concurrence on the use of different spill countermeasures, provide an access point to other DOC/NOAA resources and expertise, and act as the OSC's point of contact for trustee notification. NOAA RRT members act as a conduit for passing on that notification to NOAA's Damage Assessment Center and National Marine Sanctuary program, as appropriate.

9210.12.3 Damage Assessment

The third function is carried out by the NOAA's Damage Assessment and Restoration Program acting through the Damage Assessment Center (DAC). DAC's primary mission is to carry out NOAA's responsibilities under the damage assessment provisions of OPA and CERCLA for releases or discharges. This may include serving as the lead administrative trustee upon the agreement of other trustees involved in a damage assessment effort.

9210.12.4 Lead Natural Resource Trustee

The NOAA RRT member, DAC, and Sanctuary program represent different aspects of NOAA's trustee responsibilities for spills of oil or hazardous substances; no single office represents NOAA's entire natural resource trustee responsibilities.

- NOAA Sanctuary. If a spill impacts a NOAA Sanctuary, the Sanctuary Manager oftentimes participates as the First Federal Official, as well as the lead trustee for response-related issues. The Sanctuary program coordinates their spill response activities with the other elements of NOAA: SSCs for technical, RRTs for relaying NOAA policy to the RRT Co-Chair (and OSC, as necessary) and DAC for damage assessment.
- NOAA Trusteeship. NOAA's trust resources responsibilities include overseeing the protection of:
 1. All life stages, wherever they occur, of fishery resources of the exclusive economic zone and continental shelf;

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2. Anadromous and catadromous species throughout their ranges;
 3. Rivers and tributaries to rivers which historically or presently support anadromous species;
 4. Federally endangered and threatened species, including designated critical habitat and marine mammals for which NOAA is responsible;
 5. Tidal wetlands and other habitats supporting these resources; and
 6. The living and non-living resources of National Marine Sanctuaries and National Estuarine Research Reserves.
- Authorities. NOAA has overlapping natural resource trustee authorities that could be in force during spill response.
 1. OPA (as detailed in the 1994 NCP) is the authority for receiving notifications of potential and actual spills threatening NOAA resources, consulting on the fish and wildlife and sensitive environments annex of the ACP (which includes concurrence on specific countermeasures), consulting on removal actions during an incident, and implementing damage assessment activities.
 2. CERCLA (as amended by SARA) has emergency response authority for EPA and USCG and damage assessment authority for trustees on releases of hazardous substances. Under this Act, EPA or USCG, as appropriate, must notify trustee agencies about releases which may affect their resources, so they can initiate damage assessment.
 3. Endangered Species Act (ESA) requires the federal agency taking the "action" (eg, the FOSCs) to consult with the delegated office (which is the NOAA National Marine Fisheries Service (NMFS) Regional offices for Protected Species) on the potential effects that the spill or the response activities might have on those species or their critical habitat. This extends to associated response activities like increased vessel traffic or the presence of clean up workers near nesting or haul out sites, etc. NOAA/HAZMAT SSCs (and/or RRTs) act as coordination bridges to NMFS Regional offices in fulfilling this responsibility.
 4. National Marine Sanctuaries Act (NMSA) charges NOAA with protecting and managing marine sanctuaries. The federal agency taking the "action" (eg, the OSC) that affects, or may affect, a sanctuary or its resources, must consult with the appropriate sanctuary manager on its proposed actions. NOAA/HAZMAT SSCs (and/or RRTs) can

act as coordination bridge to sanctuary managers in fulfilling this responsibility.

5. The Coastal Zone Management Act, whose implementation NOAA oversees, provides grants to support state efforts on their coastal zone management plan development and implementation, and on management of their estuarine research reserves. It is the state's responsibility to ensure that ACPs are consistent with their coastal zone management plans. For estuarine research reserves, NOAA shares responsibility for protecting these areas with the appropriate state; however, the state normally takes the lead in advocating actions to protect the reserve.
- NOAA Incident Response/General Spill Notification And Response Team Activation.
 1. Notifications. In general, the SSCs are the first NOAA personnel to be alerted, usually by the OSC; however, the RRT member should also be notified by the OSC (or their staff) to meet the formal notification requirement for trustee agency notification. Notification of the SSC alone does not constitute notification of Commerce as a natural resource trustee agency.

CDR Jim Morris/Primary NOAA/NOS/ORCA/HMRAD 7600 Sand Point Way, NE Seattle, WA 98115-0070	Office: 206-526-6949 FAX: 206-526-6329 SKYPAGER: 800-759-7243 SKYPAGER PIN: 5798803
LCDR Wade Blake/Alternate NOAA/NOS/ORCA/HMRAD 7600 Sand Point Way, NE Seattle, WA 98115-0070	Office tel: 206-526-6326 FAX: 206-526-6329 SKYPAGER: 800-759-7243 SKYPAGER PIN: 2168798

2. Telephone Number. In order to ensure that the OSC can fulfill this notification requirement at all times, there is a 24-hour number, (206) 526-6317, which can be called in case the RRT member or alternate cannot be reached. If the 24-hour number is used for this purpose, it is important that the OSC identify the call as being a "trustee notification". The HAZMAT Duty Officer at this 24-hour number will then carry out the required notification of NOAA/DAC.
3. When to notify the NOAA Trustee. The threshold for NOAA Trustee notification in general is:
 - Any oil spill exceeding the NCP definition of a minor spill (greater than 1,000 gallons inland, or greater than 10,000 gallons in the coastal zone); and/or
 - Any oil spill where there is a continuing

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discharge and the potential for a major release (greater than 10,000 gallons inland, or greater than 100,000 gallons in the coastal zone).

- Consultation On Spill Countermeasures.
 - OPA Actions. The DOC RRT member represents DOC for performing the consultation for removal actions required under OPA. Although most discussions will be managed by NOAA's SSC, if a formal consultation is required, such as for pre-authorization of chemical countermeasures, the RRT member is authorized to speak for the department.
 - ESA Actions. In the case of activities covered by the Endangered Species Act and requiring Section 7 consultation, the RRT member can assist in facilitating such consultation, although the authority formally resides within NOAA's National Marine Fisheries Service.

POC	Phone	Fax
CDR Gary Petrae	(206) 526-6949	(206) 526-6329
Mr. Ron Gouguet (Alt)	(214) 655-2232	(214) 655-6460
24 Hour	(206) 526-6317	

9210.13 Department of Defense

9210.13.1 U.S. Army

Notified of any incident attributed to or impacting any property maintained by the United States Army (such as the Army TC Docks, Charleston).

Mr. Larry Kizer (843) 751-7640

9210.13.2 U.S. Navy

Notified of any incident attributed to or impacting any property maintained by the United States Navy.

Mr. Mark Epstein (NWS Facility Incident Commander)
(843) 764-4010

After hours CDO (843) 764-7901

9210.14 Department of Interior

Notified of a spill or potential spill which threatens to impact fish, wildlife, or other habitats. Also, an incident that impacts or may impact land, facilities or natural resources managed by the National Park Service (NPS), Bureau of Land Management (BLM), Minerals Management Service (MMS), Fish and Wildlife Service (FWS), Bureau of Reclamation (BR), Bureau of Indian Affairs (BIA) or Indian Tribes.

Mr. Donald Schultz (843) 724-4707

9210.2 USCG

9210.21 USCG National Strike Force (NSF)

9210.21.1 The USCG National Strike Force (NSF) Mission

The NSF is a unique, highly trained cadre of Coast Guard professionals who maintain and rapidly deploy with specialized equipment in support of Federal On-Scene Coordinators preparing for and responding to oil and chemical incidents in order to prevent adverse impact to the public and reduce environmental damage.

The National Strike Force (NSF) was created in 1973 as a Coast Guard staffed "Special Force". This special force assists Federal On-Scene Coordinators (FOSCs) responding to potential and actual oil and hazardous material spills as directed by the National Contingency Plan (NCP).

The USCG National Strike Force Coordination Center, located in Elizabeth City, North Carolina, coordinates the three Coast Guard Strike Teams (Atlantic, Gulf and Pacific). The three Strike Teams provide trained personnel and specialized equipment to assist the FOSC in training for spill response, stabilizing and containing the spill, and in monitoring or directing the response actions of the responsible parties and/or contractors. Each FOSC has a specific team designated for initial contact and may contact that team directly for any assistance. [The Gulf Strike Team is FOSC Charleston's designated team.]

9210.21.2 Contact Numbers

National Strike Force Coordination Center Elizabeth City, NC	(919) 331-6000
Atlantic Strike Team: Fort Dix, NJ	(609) 724-0008
Gulf Strike Team: Mobile, AL	(334) 441-6601
Pacific Strike Team: Novato, CA	(415) 883-3311

9210.21.3 NSF Capabilities

- Responding with trained personnel and specialized equipment to prevent, contain and/or remove spills of oil and releases of hazardous material
- Providing spill management expertise;
- Assisting with response planning and consultation;
- Conducting operational training in oil and chemical spill response techniques and equipment usage;

- Coordinating, conducting, and evaluating the national Preparedness for Response Exercise Program (PREP);
- Technical assistance, equipment and other resources to augment the FOSC staff during spill response ;
- Identifying, locating, and assisting in the transportation of specialized equipment needed for spill response; and
- Providing support from the Public Information Assist Team (PIAT) to FOSCs during pollution responses.
- Assistance in coordinating the use of private and public resources in support of the FOSC during a response to or a threat of a worst case discharge of oil or hazardous substance.
- Reviewing Area Contingency Plans, including an evaluating of equipment readiness and coordination among responsible public agencies and private organizations.
- Assisting in location os spill response resources for both response and planning, using the NSFCC's national and international computerized inventory of spill response resources.
- Coordinating and evaluation of pollution response exercises.
- Inspecting of district prepositioned pollution response equipment.

9210.21.4 Requesting Assistance

By requesting assistance from any one Strike Team, an FOSC immediately gains access to the entire National Strike Force personnel roster and equipment inventory. Each team maintains a state of readiness which enables them to dispatch two members immediately, four members within two hours, and up to twelve members within six hours as the circumstances of the incident dictate. Equipment would be dispatched within four hours of a request for assistance.

During a response operation, FOSCs are encouraged to contact the NSF when:

- Control of the discharge requires the special knowledge or special equipment of the NSF;
- Response will require in excess of two days to complete removal operations and augmentation by NSF personnel will release local forces to return to normal operations; or
- In the judgement of the FOSC, NSF capabilities are necessary.
- Technical assistance, equipment and other resources to augment the FOSC staff during spill response

9210.21.5 Deployment

Upon receiving a request, personnel and equipment will be deployed to the scene in the most expeditious manner possible.

9210.21.6 Transportation

This may involve over-the-road transport: all three Strike Teams have tractor-trailer rigs that give them rapid deployment capabilities. In the event air transport of equipment is required, aircraft support will be coordinated by the appropriate Area Commander.

NOTE: Since response support is time critical, early notification of Strike Team assistance (or potential assistance) will allow the teams to begin logistics planning even before a formal request is made.

9210.21.7 Logistic Considerations

Strike Teams make every effort to be as logistically independent, however, assistance may be required from the FOSC in arranging the following support:

- Heavy lifting equipment, such as cranes and forklifts capable of handling a 16,000 lb. containment barrier box;
- Fork extensions for forklift;
- Small boats, vessels of opportunity;
- Tractor-Trailer rigs;
- Electrical power, land lines for telephones and computers,
- potable water supply and fuel supply for command posts.

Specific logistic needs will be clarified during the initial request for assistance; these needs vary, dependent upon the incident and location. Strike Teams attempt to minimize the effort by the FOSC's staff required to arrange support. However, the local knowledge of the FOSC's staff may be relied upon by the Strike Teams to make reasonable decisions regarding logistics.

9210.22 USCG District Response Assist Team (DRAT)

9210.22.1 District Response Group (DRG)

The District Response Group (DRG) is a framework within each Coast Guard district to organize district resources and assets to support the USCG FOSC during a response to a pollution incident. Coast Guard DRGs assist the FOSC by providing technical assistance, personnel, and

equipment, including the Coast Guard's prepositioned equipment.

Each DRG consists of all Coast Guard personnel and equipment, including fire fighting equipment, in its district, plus additional prepositioned equipment and a District Response Advisory Team (DRAT) that is available to provide support to the OSC in the event that a spill exceeds local response capabilities.

9210.22.2 District Response Advisory Team (DRAT)

The DRAT is an element of D7(mr). The DRAT forms the nucleus of the DRG for support of the FOSC in response, preparedness, and training functions. The DRAT serves as the coordinating body for the DRG and, if necessary, can be deployed by the Chief, Seventh Coast Guard District Marine Safety Division, to provide specialized support to an OSC. The DRAT also coordinates the support of the OSC by other Coast Guard units. In coordination with other staff elements, the DRAT ensures there are adequate procedures to implement the DRG, including rapid activation of the Reserve, Auxiliary, and Active Duty personnel from within the District.

The Seventh Coast Guard DRAT may be reached at:

Working hours 305-536-5651

24 hour number 800-874-7561

See [9720.2 Example Message Traffic](#) for example message request.

9210.23 Public Information Assist Team (PIAT)

The Public Information Assist Team (PIAT) is an element of the NSFCC staff that is available to assist FOSCs to meet the demands for public information during a response or exercise. Its use is encouraged any time the FOSC requires outside public affairs support.

Requests for PIAT assistance may be made through:

NSFCC 919-331-6000

NRC 800-424-8802

9210.24 USCG Reserve

9210.25 USCG Auxiliary

9210.3 NOAA

9210.31 Scientific Support Coordinator

Scientific support to Coast Guard FOSCs during responses is provided by NOAA through Scientific Support Coordinators (SSCs) as outlined in reference (b) under Special Teams. SSCs are considered purely technical in function with no agency bias. Each NOAA SSC has the authority to respond immediately to pollution incidents and to commit additional technical resources and teams when necessary.

Brad Benggio/Richard Wingrove (305) 530-7931 (24 hrs)

NOAA Scientific Support Coordinator 1-800-SKY-PAGE
#579-8823

Commander USCGD7 (m-SSC)

909 South East 1st Avenue

Brickell Plaza Federal Building

Miami, FL 33031

9210.31.1 Responsibilities

The SSC is the principal advisor to the OSC for scientific issues, communication with the scientific community, and coordination of requests for assistance from state and federal agencies. The SSC strives for a consensus on scientific issues affecting the response, but ensures that differing opinions within the community are communicated to the FOSC. The SSC serves as the FOSC's liaison between damage assessment data collection efforts and data collected in support of response operations. The SSC coordinates with State representatives, appropriate trustees and other knowledgeable local representatives.

Capabilities

The SSC can provide expertise in oil slick tracking, pollutant transport modeling, biological assessments, environmental trade-offs of countermeasures and cleanup, identifying natural resources at risk, environmental chemistry, chemical hazard assessment, health and safety, information management, and technical information resources.

SSC Actions During a Response

The SSC serves on the federal staff and may lead the scientific team and be responsible for providing scientific support for operational decisions and for coordinating on-scene scientific activity. Depending on the nature and location of the incident, the SSC integrates expertise from various sources to assist the FOSC in evaluating the hazards and potential effects of releases and in developing response strategies.

Response Planning

The SSC supports the Regional Response Team (RRT) and the Charleston Area Committee in the preparation of the regional and area contingency plans. For the Charleston Area Plan, the SSC provides leadership for the synthesis and integration of environmental information required for spill response decisions in support of the FOSC and Charleston Area Committee.

9210.32 Discharge and Release Trajectory Modeling

This team develops estimates that combine visual spill observation made from aircraft overflights or remote sensing platforms with computer model calculations that include observed, predicted, and statistical information on weather and ocean currents. Integrating and interpreting data from field observations and computer models allows the team to provide complex information in a form the FOSC can use. For hazardous materials spills, projections can be made for the pollutants movement in air and water. They can provide this data from on-scene or remotely.

9210.33 Resources at Risk Team

This team provides the SSC with information on the environmental effects, resources at risk, and the suitability of mitigation measures. These may involve complex decisions associated with natural resource protection priorities and shoreline cleanup strategies. Team members evaluate the most effective combination of mechanical countermeasures, chemical countermeasures, bioremediation, in-situ burning, and natural recovery for protecting sensitive resources. This requires working with resource trustees to identify resources at risk, protection priorities, and countermeasure strategies for specific areas.

9210.34 Information Management Team

This team provides efficient, ready communication expertise. The team integrates on-scene data collection, data synthesis, information presentation, and data dissemination during all phases of a spill response. Their objective is to produce information needed to support operational decisions, display and present response recommendations in paper and electronic forms, and document data collected as part of the response effort.

9210.35 Biological Assessment Team

This team provides information on environmental effects, resources at risk, and the suitability of mitigation measures. This may involve complex decisions associated with natural resource protection priorities and shoreline cleanup strategies.

Team members provide expertise on long-term biological resource issues, focusing on sensitive habitats, endangered species, and proper testing and operational monitoring of new technologies and alternative treatment methods. Special areas of expertise include bioremediation; in-situ burning; fisheries issues; ecological risk assessment; oceanography, marine and aquatic biology, federal endangered species assessment protocol; aquatic toxicology, pathology, and environmental diseases of fish and shellfish; pollutant effects and bioaccumulation and tainting; and statistical sampling and analysis. Team members focus on ensuring scientific credibility of assessments, prioritizing issues, evaluating appropriate technologies, evaluating the influence of natural perturbations, conducting long-term follow-up, and reporting lessons learned.

9210.36 Chemical Hazard Assessment

This team provides the expertise and information necessary for evaluating the environmental hazards associated with releases and discharges. This includes detailed information on chemical properties, reactions, and environmental interactions associated with specifics of a spill. This information is used to evaluate pollution movement, resources at risk, and possible routes of human exposure. The team focuses on how substances react in the environment, possible interactions among spilled chemicals, reaction by-products such as toxic gases, and possible mitigation options. The team can also identify sampling protocols and interpret and verify analytical results.

9210.37 Oceanic and Atmospheric Modeling

9210.38 Health and Safety Coordinator

The coordinator provides expertise and information necessary for evaluating the human health hazards associated with oil and chemical releases. This includes detailed information on allowable human exposure levels and appropriate personal protective gear associated with the specifics of a release. This information is further used to evaluate possible routes of human exposure.

9210.4 US Navy Supervisor Salvage (SUPSALV)

Under the Salvage Act (PL 80-513), the Clean Water Act (PL 92-500), and the National Economies Act (31 USC 636) the U.S. Navy is authorized to provide salvage services to other federal agencies.

The NAVSUPSALV is a tool that can also be used during a major oil spill or HAZMAT release, or for consultation during an involved grounding or collision.

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Contracts for salvage, towing, engineering support, and salvage related services are also available for routine and emergency use throughout the world. Once funding has been identified, the contracts can be activated immediately.

PHONE: (703) 607-2758 (days)
(703) 602-7527 (24hrs)
(703) 602-2757/1628 (fax)

U.S. Naval Supervisor of Salvage (NAVSUPSALV) maintains a large inventory of equipment at East and West Coast response centers and a small inventory near Pearl Harbor. Request and reimbursement procedures for NAVSUPSALV support to the U.S. Coast Guard are addressed in a USN/USCG Interagency Agreement (IA), see Annex A of this plan.

9210.5 EPA Emergency Response Teams

The EPA's Environmental Response Team (ERT) has expertise in treatment technology, biology, chemistry, hydrology, geology, and engineering. The ERT can provide the OSC access to special equipment to deal with chemical releases, and can provide the FOSC with advice concerning hazard evaluation, multimedia sampling and analysis, risk assessment, on-site safety, cleanup techniques, water supply decontamination and protection, use of dispersants, environmental assessment, degree of cleanup required, and the disposal of contaminated materials. The ERT also offers various training courses to prepare response personnel. The Department of Interior's Regional Environmental Officer, Mr. Jim Lee, also serves with the EPA's ERT.

U.S. EPA, Region IV Department of Interior
Emergency Response and Removal Branch Regional
Environmental Officer

Doug Lair: (404) 562-8721 Jim Lee: (404) 331-4524
FAX: (404) 562-8699 FAX: (404) 331-1736
24 Hr (404) 562-8700

9210.6 Agency for Toxic Substance and Diseases (ATSDR)

The Agency for Toxic Substances and Disease Registry (ATSDR) maintains appropriate disease/exposure registries, provides medical care and testing of individuals during public health emergencies, develops, maintains, and informs the public concerning the effects of toxic substances, maintains a list of restricted or closed areas due to contamination, conducts research examining the relationship between exposure and illness, and conducts health assessments at contaminated sites.

Additionally, ATSDR assists the EPA in identifying hazardous substances at CERCLA sites, develops guidelines for toxicological

profiles of hazardous substances, and develops educational materials related to the health effects of toxic substances.

ATSDR resources are an important tool for the FOSC in assessing the possible effects of an environmental emergency on the public's health.

Contact ATSDR at: (404) 639-6000

9210.7 National Marine Fisheries Service (NMFS)

The National Marine Fisheries Service (NMFS) is a part of the National Oceanic and Atmospheric Administration (NOAA). NMFS administers NOAA's programs that support the domestic and international conservation and management of living marine resources. NMFS provides services and products to support domestic and international fisheries management operations, fisheries development, trade and industry assistance activities, enforcement, protected species and habitat conservation operations, and the scientific and technical aspects of NOAA's marine fisheries program.

9210.71 Role During A Pollution Incident Response

Natural Resource Damage Assessment (NRDA). The NMFS participates with other Natural Resource Trustees implementing National Resource Damage Assessment procedures. One area is working with the Damage Assessment Center (DAC) and the Restoration Center.

The Endangered Species Act (ESA) of 1973 assigns NMFS specific duties with regard to protecting endangered species. NMFS must be involved in any Section 7 ESA consultations and developing response action plans.

The National Marine Fisheries Service's Restoration Center is the focal point for coastal and estuarine habitat restoration within NOAA. The Restoration Center is a part of NOAA's Damage Assessment and Restoration Program (DARP). Through DARP, NOAA claims damages for injuries to marine resources resulting from oil spills, hazardous releases, or other human-induced environmental disturbances. Monetary awards from polluters and other responsible parties are used to "restore, replace, or acquire the equivalent of" the injured resources. To date, this program has initiated restoration activities at over 25 sites around the country.

9220 State Resources/Agencies

9220.1 Government Official Liaisons

Congressional inquiries should be handled expeditiously via the Community Relations

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Name	POC	Phone	Address
The Honorable Strom Thurmond	Capitol POC: Duke Short	(202)224-5972 FAX (202)224-1300	U.S. Senate Washington, DC 20510
	State POC: Patricia Rones	727-4282 FAX 727-4598	334 Meeting Street Charleston, SC 29403
The Honorable Ernest Hollings	Capitol POC: Penny Dalton	(202)224-7872 FAX (202)224-4293	U.S. Senate Washington, DC 20510
	State POC: Joe Maupin	727-4525 FAX 723-5211	200 East Bay Street Charleston, SC 29401
The Honorable Mark Sanford	Capitol POC: Greg Engeman	(202)225-3407 FAX (202)225-4340	U.S. House of Representatives Washington, DC 20515
	State POC: Edward Vaughn	727-4175 FAX 577-6522	334 Meeting Street Charleston, SC 29403

9220.2 Trustees for Natural Resources

Per the Oil Pollution Act of 1990, the South Carolina governor's office is the only agency authorized to act on issues concerning oil spill incidents. In addition, state appointed natural resource trustees act on behalf of public natural resources for the purposes of CERCLA. These state officials will, where appropriate, review available hazardous waste site information as to possible effects on natural resources, participate in discussions with EPA or other officials with lead responsibility for remedial action, and determine the need for, and appropriate conduct of, assessments of damages for injury to, destruction of, or loss of natural resources resulting from a discharge of oil or release of hazardous substances where natural resources under their trusteeship are affected. The State Trustees for South Carolina concerning both OPA 90 and CERCLA issues are as follows:

9220.21 SC Dept. of Health & Environmental Control

Notify of any significant pollution incidents harming or threatening state resources.

Douglas E. Bryant (Commissioner SCDHEC)

(843) 734-4880 (office)

(843) 253-6488 (24 hrs)

(888) 481-0125 (24 hrs toll free)

(Alt) Dave Wilson (Director of Hazardous Waste)

(843) 734-5173

9220.22 SC Department of Natural Resources

Notify of any pollution accident which harms or threatens significant amounts of marshland, wildlife, fisheries, etc. within the State of South Carolina.

Mr. Ed Duncan (Environmental Coordinator)

(843) 762-5014

(Alt) Ms. Priscilla Wendt

(843) 762-5068

Columbia Office (hotline) (800) 922-5431

9220.23 South Carolina Governor's Office

Notify of any significant incidents which harm or threaten state natural resources or attracts significant public and/or media attention (regardless of size).

Stan McKinney (843) 734-0425

9220.3 State Emergency Response Committees (SERC)

The State Emergency Response Committee (SERC) in the State of South Carolina is appointed by and works directly for the Governor. The Director, South Carolina Emergency Preparedness Division (SCEPD) is the Chairman. In support of the SERC, the SCEPD is directly responsible for the development and maintenance of the State's multi-contingency Emergency Operations Plan, periodically exercising that plan in accordance with a prescribed schedule, and implementing that plan in times of emergency. The SCEPD is also charged with maintaining and activating the State Emergency Operations Center.

The contact person is:

SCEPD

Mr. John J. Berzins, Manager, Response Operations

Emergency Preparedness Division

Office of the Adjutant General

1429 State Street

Columbia, SC 29201

(803) 734-8020

(803) 734-8062 (fax)

9220.4 State Environmental Agencies

SC Department of Health and Environmental Control (SCDHEC) - Columbia	(803) 896-4111 normal working hours (803) 253-6488 24 hour number (888) 481--0125 toll free
SC Emergency Preparedness	(803) 734-8020

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Division (SCEPD) - Columbia	
SC Department of Natural Resources (SCDNR) - Columbia	(800) 922-5431

9220.5 State Historic Preservation Office

9220.6 Law Enforcement Agencies

SC Highway Patrol	740-1660
SC Law Enforcement Division (SLED)	843-737-9000
SC Dept. of Natural Resources	800-922-5431
SC SPA Law Enforcement (8:00 a.m.-5:00p.m)	577-8706
Guard Shack 24 HR. Columbus St.	577-8650
Guard Shack 24 HR. Union St	577-8653*
Guard Shack 24 HR. North Charleston	745-6513*
Guard Shack 24 HR. Wando	856-7001*
<i>*For Union St., North Charleston, and Wando Terminals, if you call and get a busy signal hang up and dial the Columbus St. Terminal. They will contact the terminal with the busy phone line, via hand held radio, and tell them to hang up.</i>	

9220.7 Hazardous Substances Response Teams

STATE	
SCDHEC Division of Waste Assessment & Emergency Response	(843) 896-4111
LOCAL	
Information Resources	
Charleston Co. EPD	554-5951
Charleston Co. HAZMAT Coordinator	724-0647
HAZMAT Response Teams:	
Charleston City Police	577-7434
Charleston City Fire Department	577-7070
North Charleston Fire Department	554-5700
Mt Pleasant Fire Department	884-0623
St. Johns Fire Department	559-9194

9230 Local Resources/Agencies

9230.1 Trustees for National Resources

9230.2 Local Emergency Planning Committees

The response capabilities of local agencies vary throughout the state. Virtually all counties participate in planning, coordination, and notification activities associated with oil spills, hazardous chemical releases, fires, and other emergencies.

Traditional field response capabilities of fire and police departments including traffic control, communications, and equipment support, are often useful during a response. The cognizant LEPC is also responsible for coordinating and controlling the safe evacuation of civilian personnel, when the need arises. A number of counties

continue to develop improved response capabilities through the LEPCs.

County files are kept in the MSO Port Operations Library. These files include county/city contingency plans, local response organization and policy, contacts developed from previous responses, etc. The MSO liaisons with LEPC representatives on a regular basis to provide all interested parties an opportunity to enhance planning coordination and development, and to share lessons learned. Primary liaison is accomplished via the cognizant county's Emergency Preparedness Division.

Charleston Co. EPD	(843) 554-5951
Berkley Co. EPD	(843) 832-8414 ext 4167
Colleton Co. EPD	(843) 549-5632
Dorchester Co. EPD	(843) 832-0341
Georgetown Co. EPD	(843) 546-6869
Horry Co. EPD	(843) 248-1225

9230.3 Local Environmental Agencies

Charleston County Emergency Preparedness Division	(843) 554-5951
SCDHEC - Charleston	(843) 740-1590
SCDHEC - Myrtle Beach	(843) 448-1902
SCDNR - Charleston	(843) 762-5068

9230.4 Law Enforcement Agencies

Sheriff Departments	
Berkeley	843-577-9562/761-8190
Charleston	554-4700
Colleton	803-549-1523
Dorchester	803-873-5111
Georgetown	803-546-5101
Horry	803-248-6241
Jasper	803-726-5583
Local Police	
Atlantic Beach	843-272-6723
Charleston	577-7434
Chas AFB Security	566-3600
Folly Beach	588-2433
Georgetown	843-546-2597
Goose Creek	572-4300
Hanahan	747-5711
Isle of Palms	886-6522
James Island	554-4700
Johns Island	554-4700
Ladson	843-554-4700
Moncks Corner	843-761-8036
Mt Pleasant	884-4176
Myrtle Beach	843-448-3111

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NavWepSta Chas Security	764-7205
North Charleston	745-1015
North Myrtle Beach	843-280-5511
St. Andrews	843-554-4700
Sullivans Island	883-9636
Summerville	873-5107
Surfside Beach	843-238-2621

9230.5 Port Authority/Harbormaster

SC State Ports Authority		
	Telephone Number	FAX Number
SPA Charleston	577-8115	577-8710
Terminals:		
Columbus Street	577-8669	577-8662
North Charleston	745-6529	745-6523
Union Street	723-8651	577-8777
Wando	856-7005	577-8727
HARBORMASTER	577-8192/24 hour #	577-8711
SPA Georgetown	843-527-4476	843-527-2601
24 hour		
Mr. Lawrimore		843-237-4877
Mr. Baker		843-651-6137
Mr. Ackerman		843-546-3476

9230.6 Fire Departments

The following is a current listing of Fire Departments in the COTP Charleston AOR.

Ashley River	873-5111
Awendaw	745-4000
Charleston	577-7070
Chas Co. Fire/Rescue	745-4000
Charleston AFB	566-3778
Folly Beach	588-2433
Georgetown	546-5151
Goose Creek	863-5213
Goose Creek Rural	797-3112
Hanahan	744-4073
Isle of Palms	886-4410
James Island	795-2345
Johns Island	559-9194
McClellanville	887-3321
Moncks Corner	761-8040
Mt Pleasant	884-0623
Myrtle Beach	448-3656
Naval Weapons Station	764-7777
N. Charleston	554-5700
N. Charleston Distrist	764-4503
N. Myrtle Beach	249-2233
Old Fort	873-6111
Pine Ridge	764-2661
St. Andrews	556-2345
St. Johns	559-9194

St. Pauls	889-6458
Sullivans Island	883-9944
Summerville	873-5107
Surfside Beach	238-2811

9230.7 Hazardous Substances Response Teams

9230.8 Explosive Ordnance Detachments (EOD)

Unit	Address	Phone
Explosive Ordnance Detail (EOD) Mobile Unit Six - Detachment 14	Naval Weapons Station Charleston Charleston, SC 29445	(843) 764-7901/NAVWPNSTA CDO (843) 743-5448/Duty Officer
Explosive Ordnance Detail (EOD) Mobile Unit Twelve		
Explosive Ordnance Detail (EOD) Charleston Air Force Base		(843) 566-2531/Command Post (843) 566-5289/EOD Duty Officer
Charleston County Police		(843) 554-4700 or 911

9230.9 Site Safety Personnel/Health Departments

SC Dept of Health and Environmental Control Health Department - District Office	740-0800
Medical University of South Carolina Medical Control	577-0600
Charleston County Emergency Medical Services Medical Director	723-6712 (Days) 745-4000 (Nights)
Charleston County Hazardous Materials Program Program Coordinator	724-0647
Georgetown County Emergency Medical Services Business Number	(843)546-7782
Horry County Emergency Medical Services Business Number	(843)248-1521

9240 Private Resources

9240.1 Clean-up Companies (BOA & Non-BOA)

9240.11 Waste Transport

9240.12 Storage & Disposal

9240.2 Media (Television, Radio, Newspaper)

Newspapers				
Name	POC	Address	Phone	Coverage
The State	Dave Moniz	P.O. Box 1333 Columbia, SC 29201	(803) 771-6161 FAX (803) 771-8430	STATEWIDE
The Post and Courier	Tony Bartleme	134 Columbus Street Charleston, SC 29402	937-5581 or 937-5554 FAX 937-5579	CHARLESTON
Georgetown Times	Jesse Tullos	P.O. Drawer G Georgetown, SC 29442	(803)546-4148 FAX (803)546-2395	GEORGETOWN
The Sun-News	Kent Bernhardt	P.O. Box 406	(803)626-0300	MYRTLE BEACH

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		Myrtle Beach, SC 29578	FAX (803)626-0356	
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News Services				
Name	POC	Address	Phone	Coverage
Associated Press			722-1660 FAX 723-4018	World
SC News Network			790-4300 FAX 790-4309	State

Television				
Name	POC	Address	Phone	Coverage
WCBD TV 2 (NBC)	Ann Fonda Stacy Stall (after 6 pm)	P.O. Box 879 Charleston, SC 29402	884-2288 or 884-2222 FAX 884-6624	CHARLESTON/ GEORGETOWN
WCIV CH 4 (ABC)	Tammy Thompson	P.O. Box 22165 Charleston, SC 29413	881-4444 x4449 FAX 849-2519	CHARLESTON/ GEORGETOWN
WCSC TV 5 (CBS)	Chris Drummond	P.O. Box 186 Charleston, SC 29402	577-6397 or 723-8371 FAX 722-7537	CHARLESTON/ GEORGETOWN
WTAT TV 24 (FOX)	Bill Littleton	4301 Arco Lane N. Charleston, SC 29418	529-2250 FAX 554-9549	CHARLESTON/ GEORGETOWN
WBTW TV 13 (CBS)	Lorraine Woodward	101 McDonald Court Myrtle Beach, SC 29577	803-293-1301 FAX 803-293-7701	MYRTLE BEACH
WFXB TV 43 (FOX)	Dana Anderson	8694 Old Reaves Ferry Conway, SC 29526	803-399-6143 FAX 803-399-7050	MYRTLE BEACH
Cox Cable (CNN Headline Local Ed)	Richard Green	1901 Oak Street Myrtle Beach, SC 29577	803-448-4014 FAX 803-626-2922	MYRTLE BEACH
WIS TV 10 (NBC)	Pete Poore	1111 Bull Street Columbia, SC 29201	803-758-1260 FAX 803-758-1278	MYRTLE BEACH
WECT TV 6 (NBC)	Ron Becker	P.O. Box 4029 Wilmington, NC 28406	910-791-8070 FAX 910-791-9535	MYRTLE BEACH

Radio				
Name	POC	Address	Phone	Coverage
WTMZ 910 AM	Mike Robertson	1 Orange Grove Road Charleston, SC 29407	556-5660 FAX 763-0304	CHARLESTON
WTMA 1250 AM	Mike Robertson	P.O. Box 30909 Charleston, SC 29417	556-1250 FAX 763-0304	CHARLESTON
WAVF 96.1 FM	Mary Catherine	1964 Ashley River Rd Charleston, SC 29407	852-9003 FAX 852-9041	CHARLESTON
WEZL 103.5 FM	Dan Gregory	950 Houston Northcut Suite 201 Mt Pleasant, SC 29464	884-2534 FAX 884-1218	CHARLESTON
WBUB 107.5 FM & WJZK FM & WSSP FM & WXTC AM	Fred Story	499 LaCross Suite 1600 N. Charleston, SC 29406	566-1100 FAX 529-1933	CHARLESTON

9240.3 Fire Fighting/Salvage Companies/Divers

9240.31 Fire Fighting

9240.32 Salvage Companies/Divers

FIRM	ADDRESS			
Eason Diving and Marine Contracting Tommy Eason (Owner)	2668 Spruill Avenue Charleston, SC 29415 (843) 722-2454	1-2 hrs to Charleston 2-3 hrs to Georgetown	300' of 18" boom, (2) 1,800 gal vacuum trucks with 1000' of 3" hose, (2) utility boats, 50 lbs sorbent pads. Permits for: DHEC Hazardous Waste Transport and USCG Mobile Transfer Facility. Eason Diving has underwater video and diving capabilities for surveying structural damage to vessels.	YES, DTCG 84-94-A-70017
Ashley Steel, Inc	3955 Ashley Phosphate Road	1 hr to Charleston	(1) 50 ton crane	No

	North Charleston, SC 29418 (843) 552-7400	2-5 hrs to Georgetown		
Coastal Divers and Pollution Corp John Nasworthy (Operations Chief)	120 Brannen Drive Savannah, GA 31410 (912) 944-8832	6-10 hrs to Charleston 8-12 hrs to Georgetown	Boom, pumps, and hoses, electric generators, utility boats, skimmers, pollution response vans, vacuum trucks, and miscellaneous safety equipment.	Yes
Salmons Dredging Corp. Richard W. Salmons Jr. - President Jesse Brown - Senior Vice President Timothy Sponar - Asst. Vice President Diving and Field Operations	P.O Box 42 Charleston, SC 29402 (843) 722-2921	1-2 hrs to Charleston 2-4 hrs to Georgetown	(6) TUGS: (1) 60 X 22 Push Boat, (1) 60 X 16 Model Bow Tug, (1) 29 X 11 Tug, (1) 26 X 12 Tug, (1) 25 X 8 Tug, (1) 24 X 8 Dive Boat, (5) CRANES: (1) 60' Platform Ringer Barge Mounted, (1) Manitowoc 4000 120 X 40 X 8 Spud Barge, (1) Pedestal Mounted 100 X 40 X 8 Crane Barge, (1) Pedestal Mounted 120 X 32 X 8 Crane Barge, (1) 50' lift on a 105 X 34 X 11 Barge	No
Fenn-Vac, Inc. Rob Carter	141 Fennell Road N. Charleston, SC 29418 (843) 552-8306	1-2 hrs to Charleston 2-4 hrs to Georgetown	Boom, pumps, and hoses, electric generators, utility boats, skimmers, pollution response vans, vacuum trucks, and miscellaneous safety equipment.	Yes

9240.4 Fishing Cooperatives and Fleets

The following is a list of commercial fishing fleets in Marine Safety Office Charleston's AOR.

Bell Buoy Seafood	Edisto, SC	(843) 869-2222
Carolina Seafood	McClellanville, SC	(843) 577-3853
Bohicket Marina	Edisto, SC	(843) 768-1280
C.A. Magwood, Jr. & Sons	Mt. Pleasant, SC	(843) 884-3352
Folly River Marina	Folly Beach, SC	(843) 588-663
Geechie Seafood	Mt. Pleasant, SC	(843) 884-9218
Mt. Pleasant Seafood	Mt. Pleasant, SC	(843) 884-4122
Independent Seafood	Georgetown, SC	(843) 546-6642
Capt. Dick's	Murrell's Inlet, SC	(843) 651-3676
Backman Seafood	James Island, SC	(843) 795-2393 (843) 795-2223
H & C Seafood	Murrell's Inlet, SC	(843) 357-1515
Crosby Fish & Shrimp Co.	James Island, SC	(843) 795-4049
Cherry Point Seafood	Wadmalaw, SC	(843) 559-0858
Hurricane Fleet	Little River, SC	(843) 249-3571
East Coast Seafood	Wadmalaw, SC	(843) 559-5085
Little River Fish House	Little River, SC	(843) 249-9868

9240.5 Wildlife Rescue Organizations

At present, Tri-State Bird Rescue is the only organization preidentified to conduct wildlife cleanup.

TRI-STATE BIRD RESCUE & REHABILITATION -

Tri-State Bird Rescue & Research, Inc.
110 Possum Hollow Road
Newark, DE 19711
302-737-7241

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Use the following 24 hour beeper numbers to contact Tri-State if an oil spill threatens or has contaminated wildlife:

1-800-710-0695

If your call is not returned, call

1-800-710-0696 (Enter area code and telephone number when asked to leave a numeric message)

Tri-State will place a team on alert or assemble a team for immediate dispatch. Team members will have the prerequisite OSHA training.

9240.6 Volunteer Organizations

After a major pollution incident, especially one that receives extensive press coverage, it can be expected that concerned individuals and groups will contact the OSC to volunteer their services.

Limited Use. In some circumstances, such assistance can be invaluable and should be put to good use (for example, in any intricate, labor-intensive response activity, such as beach surveillance, logistics support, and assisting scientific support forces). However, volunteers are not covered by liability protection (unlike contracted forces); they should not be allowed to participate in any activity involving personal risk.

Planning considerations.

Reliability. It should also be remembered that, just as nothing forces a person to volunteer, nothing can force a volunteer to stay with the job. Volunteers are neither federal employees nor contractors entitled to compensation.

OSC Permission. Volunteers will not be used during federal funded responses without the permission of the OSC. A volunteer's unknown background, a potentially confusing chain of command and liability issues preclude the use of volunteers in most situations. The OSC should obtain Coast Guard legal advice prior to using volunteers.

Other Agencies. State and local agencies might utilize volunteers in accordance with their own policies. Coordination of volunteers for bird cleaning is the responsibility of the DOI, and SCWMR (see NCP 40 CFR 300.57).

In the event that volunteers might be helpful during a response, the following organizations could be contacted.

9240.61 Audubon Society

The Audubon Society can provide volunteers for the care and rehabilitation of wildlife affected by oil or hazardous substance incidents.

(843) 577-7100

9240.62 Concerned Citizens For The Ashley River

The Concerned Citizens for the Ashley River was formed for the purposes of protecting the Ashley from environmental degradation. Members are active in reporting observed illegal activities, protesting environmentally unsound permit applications, and other actions.

Mrs. Clair Hazen (home) (843) 553-9606

9240.63 Harborwatch

Harborwatch was formed to support and encourage management of the Charleston Harbor Estuary for protection of natural and cultural resources, sustained economic benefit, and recreational opportunities. Staff and volunteers monitor water quality; disseminate information to schools, community groups, and the general public; and participate in planning and management processes concerning the Charleston Harbor Estuary.

Mr. Mel Goodwin/Ms. Sharon Robles (843) 577-2103

9240.64 Save The Wando Association

The Save The Wando Association was formed for the purpose of protecting the Wando River from environmental degradation. Members are active in reporting observed illegal activities, protesting environmentally unsound permit applications, and other actions.

Mrs. Robert Richards (843) 884-8651

9240.65 Sierra Club, Lunz Chapter

The Sierra Club is an organization devoted to explore, enjoy, and protect the wild places of the Earth. The local chapter takes strong stands on environmental issues such as water quality and wetland protection.

Mr. Star Hazard (office) (843) 792-0715

9240.66 South Carolina Coastal Conservation League

The South Carolina Coastal Conservation League was founded in 1989 to work fulltime on environmental problems in South Carolina's coastal zone. It provides a staffed organization of work with individuals and groups on coastal environmental protection, and to assist in the preservation of South Carolina's unique coastal heritage.

Mr. Dana Beach (office) (843) 723-8035

(home) (843) 559-1055

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9240.67 The Stono River Environmental Protection Association

The Stono River Environmental Protection Association was formed for the purpose of protecting the Stono River from environmental degradation. Members are active in reporting observed illegal activities, protesting environmentally unsound permit applications, and other actions.

Dr. Ashby Taylor (home) (843) 762-0274

9240.7 Maritime Associations/Organizations/Cooperatives

9240.71 Pilots

State pilotage is regulated by the Commissioners of Pilotage for the Port of Charleston and the Commissioners of Pilotage for the Port of Georgetown. Commissioners are appointed by the Governor of South Carolina and are responsible for enforcing state pilotage regulations including licensing, rate setting, casualty investigation, and disciplinary measures in each port. State Pilots also hold federal pilotage licenses issued by the Coast Guard.

9240.71.1 Charleston Pilots

There are fifteen member pilots of the Charleston Branch Pilot's Association. Association pilots operate three pilot boats and maintain a 24-hour communications center and dock facility. The pilots serve as the Port's unofficial center for all vessel traffic movement information.

POC: Bob Bennett (843) 577-6695

9240.71.2 Georgetown Pilots

The Georgetown Bar & Harbor Pilots Association consists of two licensed pilots who hold equal shares of stock in Georgetown Navigation Company, a licensed South Carolina corporation. The company owns the pilot boats and equipment necessary for the conduct of the business of piloting ships.

POC: Ingell H. Doyle (843) 546-6343

(843) 546-3201

9240.72 Marine Surveyors

Name	Address	Phone/Fax
ABS Group		(843) 566-9500
Admiralty Marine Surveyors	P. O. Box 12968 Charleston, SC 29422	(843) 762-7176 Fax (843) 762-7176
Charleston Marine Surveyors		(843) 723-8111
THK Marine & Aviation	Gay & Taylor	(843) 573-0707

Name	Address	Phone/Fax
	3300 W. Montague Ave. Suite 409 Charleston, SC 29418	Fax (843) 745-9302
Lucas & Brown, Inc.		(843) 577-5782 Fax (843) 577-5782
Marine Consulting Associates		FAX (843) 571-6271
G. W. Marine Surveys	Intermodal Equipment Inspections P.O. Box 21374 Charleston, SC 29413-1374	Pager (843) 728-9123 Fax (843) 795-6959
Martin, Ottawa and Chandler, Inc.		(843) 884-8266
Dana McLendon Company	18 Broad Street Suite 605 Charleston, SC 29401	(843) 723-9274 Fax (843) 722-8128
Capt. Vincent J. Mitchell		(843) 588-9566
National Cargo Bureau (NCB)	Marine Cargo Surveys	(843) 884-1884 Fax (843) 884-2878
A. A. Sorensen & Associates, Inc.		(843) 797-5555
Bill Cook, Marine Surveyor	Greenville, SC	(843) ????????
Lloyd's Register of Shipping Resident Surveyor: Fritz Verloope	4080 Woodcock Drive Fax Brownnett Building, Suite 200 Jacksonville, FL 32207	(904) 396-7565 (904) 396-0021 24 Hr (904) 396-6788
<i>*The Lloyds Register of Shipping, Jacksonville District, which includes the ports of Georgetown and Charleston, can be of assistance in locating certified marine surveyors.</i>		

9240.8 Academic Institutions

9240.9 Laboratories

9240.10 Emergency Medical Services

9250 Stakeholders

9300 Draft Incident Action Plan (IAP)

9310 Site Safety Plan

On Electronic Plan:

Online:

9400 Area Planning Documentation

9410 Discharge and Release History

The geographic area covered by this plan contains the commercial ports of Charleston and Georgetown, and numerous harbors for fishing and recreational vessels.

Charleston is the only port in this AC's AOR with significant volumes of oil or hazardous materials moving through the port. There are several facilities that handle lubricating oil feed stocks and light fuel oils. Two facilities handle p-Xylene. Much of the oil moving in the Port of Charleston is in the form of ship bunkers.

9410.1 Oil Spill History

In recent years, there have been no significant oils spills involving bunkers or cargo from major vessels or facilities. There have been many small spills from these sources. Most of these spills have been less than 50 gallons and have involved diesel fuel. The majority of the oil spills in this AC's AOR come from fishing and pleasure vessels, and land based sources.

9410.11 Fishing Vessels and Pleasure Craft

9410.11.1 Minor Spills

Fishing vessels and pleasure craft account for two to four oil spills per month. The majority of these spills are between five and fifty gallons of diesel fuel or oily bilge water. Due to the type of material, size of spill, currents, and response time to the northern part of the AOR, a responsible party is rarely identified for these spills. Clean up is normally not a reasonable alternative.

9410.11.2 Larger Spills

Approximately six times a year, fishing vessels or pleasure craft are responsible for larger spills due to sinkings, groundings, or fires. These are normally diesel fuel with a spill range of 300 to 1,000 gallons. Effective cleanup is possible in most of these incidents. However, at times the location of the vessel, or weather conditions limit cleanup actions.

9410.12 Land sources

Land-based sources (construction, marinas) account for approximately two spills each month. These are normally small spills of diesel fuel or hydraulic fluid.

9410.13 Non-point Source

Non-point source spills potentially account for more spillage than any other single medium. Non-point source includes parking lot run-off into drainage systems and eventually into navigable waterways.

9410.2 Hazardous Material Or Substance Releases.

Charleston is a major container port: sixth largest volume in the country and second only to the Port Authority of New York & New Jersey on the Atlantic and Gulf Coasts. More than 1,000,000 twenty-foot equivalent units (TEUs) are handled by the Port of Charleston each year. Many of these containers carry hazardous materials. Releases from containers occur once or twice a quarter. Normally, these spills do not impact the water.

9410.3 Notable Incidents

The most notable incidents in this Committee's area of responsibility include:

- January 1992 - Five week response to a release of several hundred pounds of magnesium phosphide and arsenic trioxide from containers aboard the M/V SANTA CLARA I.
- August 1993 - 36-hour response to a monochloroacetic acid release aboard the M/V NEWARK BAY which grounded and became tangled in power lines.
- October 1995 - 10 month response to dioxin release near Charleston Entrance Channel. The release occurred as a result of the intentional grounding of a hopper barge, F/B PATRICIA SHERIDAN, containing approximately 12,500 tons of New York Harbor dredge spoils tainted with dioxin. The intentional grounding was made due to the barge taking on a heavy port list and the tug captain's fear of losing the barge in the channel. After grounding, the barge took on a greater list and released approximately 2,500 tons of its tainted cargo near the entrance channel. The response required three dredging operations to thoroughly clean the area and multiple sampling operations, ocean bottom and biota, to verify progress and completeness. Incident required the activation of the RRT and full involvement resource trustees at the federal and state level.
- May 1996 - 3 month response to a cyanuric chloride release aboard the M/V EVER ROYAL in May 1996. Although the initial incident aboard the vessel was cleaned up within one week, the need to neutralize the unstable material on site required another 2.5 months of on-site incident management at North Charleston Terminal.
- January 1999 - 30 day response to oiled birds along the shore of North and South Carolina. Over 186 birds were recovered during this effort but few survived due to the extent and duration of their contamination. Source of the contamination was determined to be the M/V STAR EVVIVA which spilled over

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24,000 gallons of #6 HFO approximately 30 miles off of South Carolinas coast. This spill was found to be the largest maritime spill on record for South Carolina.

9420 Risk Assessment

9430 Planning Assumptions - Background Information

9440 Planning Scenarios

9500 List of Agreements

A memorandum of understanding (MOU), memorandum of agreement (MOA), or interagency agreement (IA) is a written agreement, usually between two parties, which outlines the terms of a contract. MOUs, MOAs, and IAs between the U.S. Coast Guard and other governmental agencies which are involved in the Coast Guard's mission of responding to discharges or releases of oil or hazardous substances into the environment are especially important to contingency planning. The following is a listing and brief description of the MOUs, MOAs, and IAs that involve the Coast Guard's mission of pollution response.

9510 MOU Between the U.S. Coast Guard (USCG) and the Environmental Protection Agency (EPA)

Signed 4 January 1982. The USCG and the EPA agree that a means is required to fund USCG costs incurred during releases, or threats of releases, of hazardous substances or pollutants or contaminants. This MOU establishes the accounting, contracting, and fund management control policies and procedures for USCG response actions.

9520 MOU Between the (EPA) and the (USCG) Concerning the Mitigating of Damage to the Public Health or Welfare Caused by a Discharge of a Hazardous Substance under Section 31 of the Clean Water Act.

Signed 3 October 1979. The EPA and the USCG agree that the responsibility for the mitigation of damage to the public health and welfare caused by the discharge of hazardous substances shall be shared by the EPA and the USCG. This MOU establishes policy concerning the responsibilities of the EPA and the USCG regarding mitigation actions.

9530 MOU Between the Departments of the Interior and Transportation Concerning Respective Responsibilities Under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Signed 16 August 1971. To assure the most efficient use of resources under the NCP, the Secretaries agree that the U.S. Geological Service (USGS) has the capability to coordinate and direct measures to abate a pollution incident when the source of pollution is an oil, gas, or sulfur well. Whereas the USCG has the capability to coordinate and direct measures to contain and remove pollutants. This MOU establishes the provisions to be observed by the agencies of the two Departments in the exercise of their authority and the discharge of their responsibilities.

9540 IA Between the U.S. Navy and the U.S. Coast Guard for Cooperation in Oil Spill Clean-Up Operations and Salvage Operations.

Signed 15 September 1980. The purpose of this IA is to specify the conditions and procedures under which the USCG can request, and the USN will provide, oil spill clean-up and/or salvage equipment and services to support the USCG in non-Navy oil spills and other operations requiring salvage expertise. As well as the conditions and procedures under which the USN can request, and the USCG will provide, equipment and services to support the USN in salvage operations and in response to oil spills which are caused by facilities or vessels under Navy jurisdiction. Reimbursement procedures and policies are also addressed.

9550 IA Between the U.S. Fish and Wildlife Service (USFWS) and the U.S. Coast Guard (USCG) for Participation in Pollution Incidents.

Signed 24 July 1979. The purpose of this IA is to specify the conditions and procedures under which the USFWS will provide USCG Federal On Scene Coordinators, with appropriate technical expertise as well as service in support of efforts to control and clean up oil and hazardous chemical discharges.

MOU Among the National Institute for Occupational Safety and Health (NIOSH), the Occupational Safety and Health Administration (OSHA), the U.S. Coast Guard (USCG) and the U.S. Environmental Protection Agency (EPA) for Guidance for Worker Protection During Hazardous Waste Site Investigations and Clean up and Hazardous Substance Emergencies.

Signed 18 December 1980. The purpose of this MOU is to provide guidance for the protection of workers who investigate and clean up hazardous waste sites and respond to hazardous substance emergencies.

9560 LOA Between the U. S. Coast Guard Seventh District (USCG), the Environmental Protection Agency Region IV (EPA), U.S. Department of the Interior, U.S. Department of Commerce, and the State of South Carolina.

Signed 7 August 1995. This LOA, while recognizing that mechanical removal is the preferred method of dealing with oil discharges, grants the USCG Federal On Scene Coordinator (FOSC) approval to authorize in-situ burning of oil spills on the waters of the State of South Carolina, within specified parameters.

9570 MOU Between the Environmental Protection Agency (EPA), U. S. Coast Guard, and the General Services Administration (GSA) pertaining to the Federal Response Under the National Oil Hazardous Substance Pollution Contingency Plan

Signed 2 April 1996. This MOU recognizes the general mission of the GSA to provide logistical and telecommunications support to the Federal establishment, in particular as part of their role on the NRT.

9580 MOA between the Director of Military Support (DOMS) and the U. S.

Coast Guard for the Aerial Application of Dispersants During Oil Spill Cleanup and Recovery Operations.

Signed 20 August 1996. This MOA specifies procedures that can be used by the Coast Guard to request aircraft, equipment, and personnel from the U. S. Air Force Reserve for the application of dispersants, and specifies cost reimbursement.

9590 RRT IV Dispersant Use Policy on Oil in Ocean and Coastal Waters.

Dated 8 October 1996. General pre-approval policy for dispersant use in the coastal waters throughout Region IV. Agreed to be the USCG, USEPA, DOS, DOI, and SCDHEC.

9600 Conversions

CONVERSIONS AND EQUIVALENTS

AREA- (s=statute, n=nautical)		
Multiply	by	to derive
meters ²	10.76	feet ²
feet ²	0.0929	meters ²
kilometers ²	0.386	s. miles ²
s. miles ²	2.59	kilometers ²
s. miles ²	0.7548	n. miles ²
n. miles ²	1.325	s. miles ²
kilometers ²	0.2916	n. miles ²
n. miles ²	3.430	kilometers ²

TEMPERATURE-	
Calculate	To derive
5/9(°F-32°)	°C
9/5°C+32°	°F

VOLUME		
multiply	by	to derive
barrels	42	gallons
barrels	5.615	feet ³
barrels	158.9	liters
barrels	0.1589	meters ³
feet ³	7.481	gallons
gallons	3.785	liters

WEIGHT-		
multiply	by	to derive
kilograms	2.205	pounds
metric tons	0.984	long tons
metric tons	1,000	kilograms
metric tons	2,205	pounds
long tons	1,016	kilograms
long tons	2,240	pounds
short tons	907.2	kilograms
short tons	2,000	pounds

DENSITY ESTIMATIONS-

	Barrels/Long Ton		Notes:
	Range	Average	
Crude Oils	6.7 - 8.1	7.4	<ul style="list-style-type: none"> 1 Long Ton equals 2,200 lbs. As a general approximation, use 7 bbl. (300 U.S. gallons) per metric ton of oil. 6.4 barrels/long ton is neutrally buoyant in fresh water. Open ocean neutral buoyancy values are generally in the 6.21-6.25 barrels/long ton range.
Aviation Gasolines	8.3 - 9.2	8.8	
Motor Gasolines	8.2 - 9.1	8.7	
Kerosenes	7.7 - 8.3	8.0	
Gas Oils	7.2 - 7.9	7.6	
Diesel Oils	7.0 - 7.9	7.5	
Lubricating Oils	6.8 - 7.6	7.2	
Fuel Oils	6.6 - 7.0	6.8	
Asphaltic Bitumens	5.9 - 6.5	6.2	

Specific Gravity of 1 or an API of 10 equals the density of fresh water.

Specific Gravity < 1 or an API > 10 indicates product is lighter than fresh water.

API Gravity = (141.5/Specific Gravity) - 131.5

Weight of Fresh Water: pounds/gallon 8.3

Weight of Sea Water: pounds/gallon 8.5

Note: Exact weight depends on temperature and salinity.

OIL THICKNESS ESTIMATIONS-

Standard Term	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	Inches	Mm		
Barely Visible	0.0000015	0.00004	25 gals/mile ²	44 liters/km ²
Silvery	0.000003	0.00008	50 gals/mile ²	88 liters/km ²
Slight Color	0.000006	0.00015	100 gals/mile ²	176 liters/km ²
Bright Color	0.000012	0.0003	200 gals/mile ²	351 liters/km ²
Dull	0.00004	0.001	666 gals/mile ²	1,168 liters/km ²
Dark	0.00008	0.002	1,332 gals/mile ²	2,237 liters/km ²

Thickness of light oils: 0.0010 inches to 0.00010 inches.

Thickness of heavy oils: 0.10 inches to 0.010 inches.

COMMONLY-USED EQUATIONS-

Circle:	Cylinder/Pipe/Tank
Area = 3.14 x radius ²	Volume = 3.14 x radius ² x length
Circumference = 3.14 x diameter	Rectangle/Square
Sphere/Tank	Area = length x width
Area = 4 x 3.14 x radius ²	Cube/Block/Tank
Volume = 1.33 x 3.14 x radius ³	Volume = length x width x height

9700 List of Response References

9710 Relevant Statute/Regulations/Authorities List

9710.1 Rivers And Harbors Act Of 1899

- **Federal Citation** - 33 USC 401 et seq.
 - **Primary Federal Regs** - 33 CFR Parts 320 through 323.
 - **Summary of Criminal Provisions** - 33 USC 403 prohibits the un-permitted obstruction of any navigable waterway of the U.S.; includes building piers, wharves, jetties, etc. and excavating, dredging or otherwise modifying course, location, condition or capacity of navigable waters. 33 USC 407 (a.k.a. "The Refuse Act"), prohibits the throwing, discharging, depositing of any refuse into navigable waters or the placement of refuse on the banks of navigable waters where they are liable to be washed into navigable waters.
 - **Elements of Selected Offenses**
 - **33 USC 403 and 406** - Person or Corporation; obstructs, builds, excavates, fills, alters the course, condition, or capacity; of any navigable water of the U.S.; without a permit.
 - **33 USC 407 and 411** - Person or Corporation; throws, discharges or deposits (or causes, suffers or procures such); from ship, barge, shore, etc.; any refuse matter of any kind or description; into navigable water of U.S.; without a permit.
- OR**
- Person or Corporation; places any material on bank of navigable water; in position where it is liable to be washed into water by tides, etc.; thereby possibly impeding navigation.
- **Penalties** - Misdemeanor level offenses with maximum 1 year imprisonment and/or fines of up to \$100,000 for individuals and \$200,000 for corporations (see Alternative Fines Act 18 USC 3571). Violations of section 407/411 have mandatory minimum imprisonment of 30 days and fine of \$500. Violations of section 403/406 have mandatory minimum fine of \$500.
 - **Miscellaneous Points**
 - 5 year statute of limitations.
 - Need proof of navigable water (not just waters of U.S.).
 - Do not need proof of a point source.
 - "Refuse" is very, very broad term - but does not include liquid municipal sewage.

9710.2 Clean Water Act (CWA) OF 1972 (a/k/a Federal Water Pollution Control Act).

- **Federal Citation** - 33 USC 1251 et seq.

- **Primary Federal Regs** - 33 CFR Parts 324 to 336; 40 CFR Part 122-136, Part 401 et seq.
- **Summary of Criminal Provisions** - Governs discharge of pollutants into waters of the U.S.; Majority of violations will fall into the following categories:
 - unpermitted (NPDES or 404) discharge of pollutants into waters of the U.S.;
 - discharges of pollutants into sewers systems/pretreatment violations;
 - knowing endangerment, i.e., placement of another in imminent danger of death or serious bodily injury during knowing discharge of pollutants;
 - false statements and/or tampering with monitoring devices; and
 - spills of oil or hazardous substances.

In additions, negligent or knowing violations of any of the following provisions are also subject to criminal penalties pursuant to 1319 ©:

- Effluent discharge limitations (1311);
- Water quality-based effluent limitations (1312);
- New source performance standards (1316);
- Permit requirements for discharge under an approved aquaculture project (1328);
- Permit requirements for disposal of sewage sludge that results in any pollutants entering into the navigable waters (1345).
- **Elements of Selected Offenses**
 - **33 USC 1311(a) & 1319(c)** - Direct Discharges Any person who; knowingly/negligently discharges; a pollutant; from a point source; into waters of the U.S.; without an NPDES permit or in violation of a permit condition.
 - **33 USC 1317(d) and 1319(c)** - Any person who; knowingly negligently; operates a source; in such a manner as to result in a violation; of any effluent standard or prohibition or pretreatment standard.
 - **33 USC 1321 (b) (3) and 1319 (c)** - Any person who; discharges oil or hazardous substances; into or upon the navigable waters of U.S.; adjoining shorelines, or into or upon the waters of the contiguous zone.

OR

in connection with activities under the Outer Continental Shelf Act of the Deep Waters Port Act of 1974.

OR

which may affect natural resources belonging to, appertaining to, or under the exclusive management authority of the U.S.; in a reportable quantity.

- **33 USC 1319 (c) - Pretreatment Violations:** Any person who; knowingly/negligently; introduces into sewer system or POTW; a pollutant or hazardous substance which he/she knew or reasonably should have known would cause personal injury or property damage;
OR
(was) other than in compliance with all applicable Federal, State, or local requirements or permits;
OR
causes such treatment works to violate its effluent limits or conditions of its permit.
- **33 USC 1319(c) (3) - Knowing Endangerment** Any person who; knowingly violates 1311, 1312, 1313, 1316, 1317, 1318, 1328, or 1345, or any permit condition or limitation implementing these sections contained in permits issued pursuant to 1342 or 1344; and knew at the time that he thereby put another person in imminent danger of death or serious bodily injury.
- **33 USC 1319 (c) (4) - False Statements** Any person who; knowingly; makes a false material statement, representation, or certification in any application, record, plan or other document filed or maintained under the act;
OR
falsifies, tampers with, or renders inaccurate any monitoring device or method required to be maintained under the Act.
- **33 USC 1321(b)(5) -** Any person in charge of a vessel or of an onshore facility or an offshore facility who; fails to notify the designated Federal Agency as soon as he/she has knowledge;of any discharge of a “reportable quantity”; of oil or a hazardous substance; from the vessel or facility; into navigable waters of U.S., adjoining shorelines, or into or upon the waters of the contiguous zone.
- **Penalties**
 - Misdemeanor level offense for negligent violations with maximum 1-year imprisonment; fine of greater of either fines established by Alternative Fines Act, 18 USC 3571 <1> or \$25,000 per day of violation. Minimum mandatory fine of \$2,500.
 - Felony level offense for knowing violations have maximum 3 years imprisonment. Maximum fine is greater of either fine established by Alternative Fines Act or \$50,000 per day of violation. Minimum mandatory fine of \$5,000.
 - Maximum penalty for conviction of Knowing Endangerment provision is maximum 15 years imprisonment and/or \$250,000 fine; maximum penalty for corporation is

\$1,000,000.00. Penalties doubled on second conviction of either misdemeanor or felony.

- NOTE: The Alternative Fines Act provides for the following fines to be imposed: individuals convicted of misdemeanor \$100,000.00; corporations convicted of misdemeanor \$2000,000.00; individuals convicted of felony \$250,000.00; corporations convicted of felony \$5000,000.00.
- The Oil Pollution Control Act of 1990 (OPA) provides for 5 years imprisonment and/or a fine in accordance with the Alternative Fines Act for violations of 1321(b) (5).
- **Miscellaneous Points**
 - 5 year statute of limitations.
 - Need proof of point source for direct discharge cases.
 - Need proof of criminal negligence or knowing violations.
 - "Waters of U.S." is very broad.
 - 1319 amended in 1990, 1987, 1977
 - 1321 amended in 1990, 1982, 1980, 1978, 1977
 - Notification received under 1321(b)(5) may not be used against the natural person reporting the spill in a criminal case (except perjury or false statement).

9710.3 Resource Conservation And Recovery Act (RCRA), (a/k/a Solid Waste Disposal Act) enacted in 1976.

- **Federal Citation** - 42 USC 6901 et seq.
- **Primary Federal Regs** - 40 CFR Part 260 et seq.
- **Summary of Criminal Provisions** - Governs transportation, storage, treatment and disposal of hazardous waste; prohibits the omission of information or making false statements; the destruction or alliterating of/or failure to keep required records; prohibits the exportation of hazardous waste to another country without its consent; storage/treatment/transportation of used oil in violation of permit/ and the knowing endangerment, i.e., placement of another in imminent danger or death or serious bodily injury during transportation, storage, treatment or disposal of hazardous waste.
- **Elements of Selected Offenses**
 - **42 USC 6928(d)(1) - *Transportation Violation***. Any person who; knowingly transports or causes to be transported; a hazardous waste; to a facility that does not have interim status or a permit.
 - **42 USC 6928(d)(2)(A) - *Treatment, Storage, or Disposal Without a Permit***. Any person who; knowingly treats, stores, or disposes of; a hazardous waste; without a permit.
 - **42 USC 6928(d)(2)(B) - *Treatment, Storage, or Disposal In Violation of a Permit***. Any person who; knowingly treats, stores, or disposes of; hazardous waste; in knowing violation of; a material permit condition.
 - **42 USC 6928(d)(c) - *Treatment, Storage, or Disposal In Violation of Interim Status Standards***. Any person who;

knowingly treats, stores, or disposes of; hazardous waste; in knowing violation of; a material condition of any applicable interim status standards or regulations.

- **42 USC 6928(d)(3) - False Statements.** Any person who; files, maintains, or uses a document for compliance with RCRA hazardous waste provisions; and knowingly; omits material information or makes a false material statement or representation in the document.
- **42 USC 6928(d)(4) - Alteration, Destruction, Concealment of Records.** Any person who; generates, stores, treats, transports, disposes of, exports, or otherwise handles hazardous waste or used oil not listed or identified as hazardous waste; and was required to maintain of file records; knowingly; destroys, alters, conceals or fails to file such records.
- **42 USC 6928(d)(5) - Transportation without a Manifest.** Any person who; knowingly transports or causes to be transported a hazardous waste or used oil; without a required manifest.
- **42 USC (d)(6) - Exportation of Hazardous Waste without Consent or in Violation of Agreement.** A person who; knowingly; exports; hazardous waste; without the consent of the receiving country.
OR
in violation of terms of any international agreement regarding the export of hazardous waste between the U.S. and the receiving country.
- **42 USC 6928(d)(7) - Mishandling Used Oil.** Any person who; knowingly; treats, stores, disposes of, transports or causes to be transported or otherwise handles used oil (not otherwise a hazardous waste); in knowing violation of any material condition or requirement of a permit.
OR
in knowing violation of any material condition or requirement of an applicable regulation or standard.
- **42 USC 6928(e) - Knowing Endangerment** A person who; knowingly; treats, stores, disposes of, or exports a hazardous waste or used oil in violation of any provision 6928(d)(1) through (7); and knew at the time that he/she thereby put another person in imminent danger of death or serious bodily injury.
- **Penalties** - Felony level offenses with maximum 2 to 15 years imprisonment and/or fines established by Alternative Fines Act (18 USC 3571). For knowing endangerment crimes, the fine is \$250,000 for individuals and \$1,000,000 for organizational defendants. [With continuing offenses 42 USC 6928 fines may be preferable.] Penalties doubled on second conviction (except for knowing endangerment).
- **Miscellaneous Points**
 - Within 5 year statute of limitations.

- Need proof of waste.
- Need proof of hazardous waste.
- Proof of knowing violation.
- 6298 amended in 1986, 1984, 1980, 1978.

9710.4 Comprehensive Environmental Response, Compensation And Liability Act (CERCLA) (a/k/a Superfund)

- **Federal Citation** - 42 USC 9601 et seq.
- **Primary Federal Regs** - 40 CFR part 302
- **Summary of Criminal Provisions** - Governs the notification and clean up of spills or releases of hazardous substances into the environment.
- **Elements of Selected Offenses**
 - **42 USC 9603(b)** A person who is the owner or operator of a facility at which hazardous substances were stored, treated or disposed of without a permit or interim status.
OR
Any person who transports hazardous substances to a facility without a permit or interim status; Knowingly; Destroys, mutilates, erases, disposes of, conceals, or otherwise renders unreadable records subject to regulation; Prior to expiration date of the holding time for the records.
- **Penalties** - Felony level offense with 3 years maximum imprisonment. Fines established by Alternative Fines Act (18 USC 3571). Maximum imprisonment 5 years on second conviction.
- **Miscellaneous Points** - Enactment dates: CERCLA in 1980, Superfund Amendments and Reauthorization Act (SARA) in 1986.
 - 5 year statute of limitations.
 - Proof of hazardous substance not necessary to be a waste.
 - Proof of reportable quantity.

9710.5 Marine Protection, Research, And Sanctuaries Act (MPRSA) OF 1972, (a/k/a Ocean Dumping Act)

- **Federal Citation** - 33 USC 1401 et seq.
- **Primary Federal Regs** - 40 CFR Part 220
- **Summary of Criminal Provisions** - Governs unpermitted transportation of any material for the purpose of dumping it into ocean waters.
- **Elements of Selected Offenses**
 - **33 USC 1415(b)(1)** - Knowing violation of the act, regulations, or permits issued pursuant to the act (e.g., record keeping requirements; dumping location; dumping rate; transportation of any material from the United States, or by a U.S. flagged vessel, or any agency of the United States government, from any location, for dumping into the ocean except in compliance with a permit; dumping within

the territorial seas or the contiguous zone of any material transported from a location outside the United States except in compliance with a permit).

- **33 USC 1415(b)(2)** - Knowing violation of any provision of the act by dumping medical wastes into the ocean.
- **Penalties** - Misdemeanor level offense with maximum 1 year imprisonment and/or fines established by the Alternative Fines Act (18 USC 3571). For violations of Section 1415(b)(2), the maximum is 5 years imprisonment and a fine of \$250,000. This subsection also has a forfeiture provision. [With continuing offenses 33 USC 1415(b), (c) fines may be preferable.]
- **Miscellaneous Points**
 - 5 year statute of limitations.
 - Proof of knowing violation.
 - 1411 amended in 1974.
 - 1415 amended in 1988.

9710.6 Clean Air Act (CAA)

- **Federal Citation** - 42 USC 7401 et seq.
- **Primary Federal Regs** - 40 CFR Part 61
- **Summary of Criminal Provisions** Pursuant to 42 USC 7413(c), the knowing violation of any of the following constitute a crime.
 - A state implementation plan (7410);
 - An order to comply with a state implementation plan (7413(a)(1);
 - Any requirement or prohibition regarding:
 - new source performance standards (7411(e);
 - standards relating to the release of hazardous pollutants (7412);
 - inspections (7414);
 - solid waste combustion (7429);
 - preconstruction requirements (7475(a);
 - any order relating to preconstruction requirements (7477);
 - emergency orders (7603);
 - permits (7661a(a), 7661b(c);
 - acid deposition control;
 - stratospheric ozone control;including any requirement of any rule, order, waiver, or permit promulgated under the sections regarding these matters, or the payment of any required fee.
- **Penalties** - Five years maximum imprisonment and/or fines as set forth in the Alternative Fines Act. Penalties doubled on second conviction. Additional criminal violations include:
 - **42 USC 7413(c)(2)**. Knowing false statements and knowing omissions in required records or reports, and tampering with monitoring devices; **Penalties**. 2 year maximum imprisonment; fines as set forth in Alternative Fines Act (18 USC 3571). Penalties doubled on second conviction.

- **42 USC 7413(c)(3).** Knowing failure to pay a fee.
Penalties. 1 year maximum imprisonment; fines as set forth in Alternative Fines Act (18 USC 3571). Penalties doubled on second conviction.
- **42 USC 7413(c)(4).** Negligent endangerment. Negligent release of a hazardous air pollutant, which thereby negligently places another in imminent danger of death or serious bodily injury. **Penalties.** 1 year maximum imprisonment; fines as set forth in Alternative Fines Act (18 USC 3571). Penalties doubled on second conviction.
- **42 USC 7413(c)(5)(A).** Knowing release of a hazardous air pollutant which the person knows at the time places another in imminent danger of death or serious bodily injury. **Penalties.** 15 years maximum imprisonment; individual fines as set forth in the Alternative Fines Act (18 USC 3571), organizational defendants can be fined not more than \$1,000,000 for each violation. Penalties double on second conviction.
- **42 USC 7413(c) Elements of Offenses Relating to Asbestos Violations.** Owner/Operator of stationary source containing at least 60 linear feet of friable asbestos on pipes or 160 square feet of friable asbestos on other facility components. Knowingly demolished that source in violation of the asbestos work practice standards.
- **Miscellaneous Points**
 - Within 5 year statute of limitations.
 - Necessary quantity of friable asbestos.
 - Proof of actual emission (?).
 - Proof of criminal intent.

9710.7 Toxic Substances Control Act (TSCA) (enacted in 1976)

- **Federal Citation** - 15 USC 2601 et seq.
- **Primary Federal Regs** - 40 CFR Part 761
- **Summary of Criminal Provisions** - Generally, TSCA regulates the manufacture, distribution in commerce and use and disposal of certain chemical substances. There are a variety of possible criminal violations under TSCA, including a knowing or willful violation of any of the following:
 - Rules or orders under which EPA may require testing of chemical substances and mixtures if it finds the substance presents and unreasonable risk of injury to health or the environment (2614(1)(A));
 - Any requirement under which manufacturers must give premanufacture notice to EPA before manufacturing any new chemical or existing chemical for a significant new use, and under which EPA may require submission of these data (2614(1)(B));
 - Any requirement under which EPA may impose controls on chemicals including a ban on manufacture or use of the chemical (2614(1)(C));

- Any requirement of the Asbestos Hazard Emergency Response Act having to do with the abatement of asbestos hazards in schools (2614(1)(d));
- Use for commercial purposes a chemical manufactured, processed, or distributed in violation of sections 2604 or 2605 or any rule or order under the same;
- Failure or refusal to establish or maintain records, submit reports, notices or other information, or permit access to records;
- Failure or refusal to permit entry or inspection.
- **Penalties** - Misdemeanor level offenses with maximum 1 year imprisonment and/or fines the greater of either of those established by Alternative Fines Act or \$25,000 per day of violation.

9710.8 Federal Insecticide, Fungicide, And Rodenticide Act (FIFRA)

- **Federal Citation** - 7 USC 136 et seq.
- **Primary Federal Regs** - 40 CFR Parts 162 and 165
- **Summary of Criminal Provisions** - Governs use of pesticides. 7 USC 136j and 1 (b) provides criminal penalties for the knowing commission of any of the following offenses (inter alia):
 - Distribution or sale of any unregistered pesticide, or pesticide whose registration has been cancelled (136j(a)(1)(F));
 - Distribution or sale of any pesticide which is adulterated or misbranded (136j(A)(1)(E));
 - Detachment, alteration, defacement, or destruction in whole or part of any labeling required under FIFRA (136j(a)(2)(C));
 - Use of a registered pesticide in a manner inconsistent with its labeling (136j (a)(2)(C));
 - Falsification of all or part of any application for registration, application for experimental use permit, any information submitted to the Administrator pursuant to registration of establishments (136e), any records required to be maintained, any report filed, or any information marked as confidential and submitted to the Administrator (136j (a)(2)(M));
 - Falsification of all or part of any information relating to the testing of any pesticide, including any ingredient, metabolite, or degradation product thereof, as well as the nature of any protocol, procedure, substance, organism, or equipment used, observation made, or conclusion or opinion formed that will be submitted to the Administrator, or that the person knows will be submitted to the Administrator or become part of any required records (136 (a)(2)(Q)).
- **Penalties** - Misdemeanor level offenses with maximum 1-year imprisonment for commercial-type violators, maximum 30 days

imprisonment for private-type violators and/or fines established by the Alternative Fines Act (18 USC 3571).

- **Miscellaneous Points**
 - Within 5 year statute of limitations.
 - Status of Violator.
 - Proof of criminal intent.
 - 136j and 1361 enacted in 1972 and amended in 1978, 1988.

9710.9 Emergency Planning & Community Right To Know Act (EPCRA), (enacted in 1986)

- **Federal Citation** - 42 USC 11001 et. seq.
- **Primary Federal Regs** - 40 CFR Parts 302, 355.
- **Summary of Criminal Provisions** - Establishes requirements for Federal, state and local governments and industry regarding emergency planning and “community right-to-know” reporting hazardous and toxic chemicals.
- **Elements of Offense - 42 USC 11045(b)(4)**
 - Release of reportable quantity of hazardous substance requiring notice to be given;
 - From a facility at which a hazardous chemical is produced, used or stored;
 - The defendant was the owner or operator of the facility;
 - The defendant knew of the release;
 - The defendant willfully failed to provide notice to the appropriate state and local agencies as required.
- **Penalties** - Fine of not more than \$25,000, or imprisonment for not more than 2 years, or both. For a second or subsequent conviction, the person shall be fined not more than \$50,000 or imprisoned for not more than 3 years, or both. The Alternative Fines Act, 18 USC 3571, applies to EPCRA. This Act allows a sentencing judge, when appropriate, to exceed the statutory maximum of \$25,000 and to impose the greater of (1) \$250,000 or (2) twice the gross gain or loss that results from the offense. The \$250,000 fine is increased to \$500,000 if an organization has been charged.

9710.10 Safe Drinking Water Act, (enacted in 1974)

- **Federal Citation** - 42 USC 300(f) et. seq.
- **Primary Federal Regs** - 40 CFR Parts 141-143
- **Summary of Criminal Provisions** - Protects public water supplies and systems.
- **Elements of Offense**
 - **42 USC 300(i)(1)** - Any person; Who tampers, attempts to tamper, or threatens to tamper; With a public water system; With the intention of harming persons. **Penalties:** Imprisonment for not more than 5 years, and/or a fine in accordance with Title 18, or both; if an attempt, the maximum prison term is 3 years.

- **42 USC 300(h)(h)(2)** - Any person; Who willfully violates Any requirement of an applicable UIC program. **Penalties.** Fine not more than \$25,000 per day of violation, or imprisonment for not more than 3 years, or fine in accordance with Title 18, or any combination of these.
- **42 USC 300(h)(3)(c)(2)** - Any person; Who willfully; Operates a new underground injection well; Without authorization; In a designated “sole source aquifer” area During the period before UIC program takes effect. **Penalties.** Fine of not more than \$10,000 per day of violation
- **42 USC 300(j)(e)(1)** - Any person; Who knowingly; Fails to comply; With an order issued under 300©(1) regarding provision of water treatment chemicals. **Penalties.** Fine of not more than \$5,000 for each failure to comply.

9710.11 Hazardous Material Transportation Act

- **Federal Citation** - 49 USC 1801 et. seq.
- **Primary Federal Regs** - 49 CFR Parts 171-180
- **Summary of Criminal Provisions** - To protect the public from the risks associated with the transportation of hazardous materials.
- **Elements of Offense**
 - **42 USC 1804(f) and 1809(b)** - Any person; Knowingly; Alters, removes, defaces, destroys, or otherwise tampers with; Any marking, label, placard, or description on a document required by this title or a regulation under this chapter.
OR
Any package, container, motor vehicle, rail freight car, air craft, or vessel used for the transportation of hazardous materials.
 - **42 USC 1809(b)** - Any person who; Willfully; Violates a provision of this subtitle or an order or regulation.
- **Penalties** - Maximum of 5 years imprisonment and/or fines as set forth in the Alternative Fines Act.

9710.12 Endangered Species Act Of 1973, (as amended 1976, 1978, 1979, 1982, 1986, and 1989)

- **Federal Citation** - 16 USC 1531 et. seq.
- **Primary Federal Regs** - 50 CFR Parts 17.1 et. seq.
- **Summary of Criminal Provisions** - Provides for identification of plant and animal species in danger or extinction, for protection of individual members of the species from direct or interference and for protection from indirect harm caused by damage to the species' habitat. Major offenses include harming or taking endangered species.
- **Elements of Offense**
 - **16 USC 1540(b)** - Any person who; Knowingly; Imports, exports, takes, transports, sells, purchase, or receives in

interstate or foreign commerce; Any species listed as endangered or threatened.

- **Penalties** - Criminal misdemeanor penalties of up to 1 year imprisonment, fines pursuant to Alternative Fines Act, or both, for knowing violations of prohibitions relating to endangered species; knowing violations of prohibitions relating to threatened species, or any other requirement or restriction, are subject to penalties of up to 6 months in prison, fine pursuant to Alternative Fines Act, depending on the violation, or both.
- **Miscellaneous Points** -
 - Knowing violation of any provision of this Act, of any permit or certificate issued hereunder, or of any regulation.
 - NOTE: protection from bodily harm is a defense 1540(b)(3).
 - Forfeiture Provision: All fish, wildlife, and plants subject to civil action. All fish, wildlife, and plants, guns, traps, nets, other equipment, vessels, vehicles, and aircraft subject to criminal conviction.

9710.13 Migratory Bird Treaty Act Of 1918, as amended 1936, 1960, 1969, 1974, 1978, 1986, and 1989

- **Federal Citation** -16 USC 703 et. seq.
- **Primary Federal Regs** -50 CFR Parts 10, 20, and 21
- **Summary of Criminal Provisions** -Protects migratory birds listed in regulations from any pursuit, killing, or possession except as permitted by regulation or permit.
- Elements of Offense
 - **16 USC 707(a) - Misdemeanor Offenses.** Any person who; Takes, possesses, captures, kills, sells, etc. A migratory bird as defined in 50 CFR 10 or any part, nests, eggs, or product thereof; Unless permitted or otherwise authorized.
 - **16 USC 707(a) - Felony Offenses.** Any person who; Knowingly; Takes by any manner whatsoever any migratory bird with intent to sell, offer to sell, barter or offer to barter any migratory bird; Unless permitted or otherwise authorized.
- **Penalties**
 - **Felony** - up to 2 years imprisonment and/or \$250,000 fine per individual or \$100,000 fine per organization.
 - **Misdemeanor** - up to 6 months of imprisonment and/or \$5,000 fine per individual or \$10,000 fine per organization.

9710.14 Lacey Act

- **Federal Citation** - 16 USC 3371-3378; 18 USC 42
- **Primary Federal Regs** - None Listed
- **Summary of Criminal Provisions** - Umbrella statute to provide additional protection to fish, wildlife, and plants that were taken, possessed, transported or sold in violation of state, tribal, foreign, or U.S. law.

- Regulates importation of injurious species.
- Regulates marking of containers that contain fish, wildlife or plants and are shipped in interstate or foreign commerce.
- Provides for humane shipment of fish and wildlife.
- **Elements of Offense**
 - **16 USC 3373(d)(1)** Any person who; Knowingly; Imports or exports any fish or wildlife or plants in violation of any provision of this chapter (other than section 3372(b) of this title).
 - OR**
Violates any provision of this chapter (other than section 3372(b) of this title) by knowingly engaging in conduct that involves the sale or purchase of, the offer of sale or purchase of, or the intent to sell or purchase fish or wildlife or plants with a market value in excess of \$350; Knowing that the fish or wildlife or plants were taken, possessed, transported, or sold in violation of, or in a manner unlawful under, any underlying law, treaty or regulation. **Penalties.** Imprisonment for not more than 5 years and/or a fine of up to \$250,000 per individual and \$500,000 per organization.
 - **16 USC 3373(d)(2)** Any person; Knowingly; Engages in conduct prohibited; And in the exercise of due care should know that the fish or wildlife or plants were taken, possessed, transported or sold in violation of, or in a manner unlawful under, any underlying law, treaty or regulation. **Penalties.** Imprisonment for not more than 1 year and/or fine up to \$100,000 per individual, \$200,000 per organization.

9710.15 Deep Water Ports Act

- **Federal Citation** - 33 USC 1514(a)
- **Primary Federal Regs** - None Listed
- **Summary of Criminal Provisions** - Willful violation of ownership, construction, and operation requirements.
- **Penalties** - Imprisonment of not more than 1 year and/or a fine of the greater of either \$25,000 per day of violation or fines pursuant to 18 USC 3571, the Alternative Fines Act.

9710.16 Act To Prevent Pollution From Ships

- **Federal Citation** - 33 USC 1908(a)
- **Primary Federal Regs** - None Listed.
- **Summary of Criminal Provisions** - Knowing violation of the MARPOL Protocol, the Act, or regulations relating to wastes from ships, including garbage, oil and hazardous substances.
- **Penalties** - Imprisonment of not more than 6 years and/or fines as set for in 18 USC 3571, the Alternative Fines Act.

9710.17 Outer Continental Shelf Lands Act

- **Federal Citation** - 44 USC 1350(c)

- **Primary Federal** - Regs None Listed.
- **Summary of Criminal Provisions** - Knowing and willful commission of any of the following acts:
 - Violation of a lease, license, permit, regulation or
 - designed to protect health, safety, or the environment or to conserve natural resources;
 - Falsification of any required document or record;
 - Falsifying or tampering with a monitoring device or method or record;
 - Revealing confidential data.
- **Penalties** - Imprisonment for not more than 10 years and/or fine of the greater of up to \$100,000 for each day of violation or fines established by the Alternative Fines Act of 18 USC 3571.

9720 Relevant Instructions/Guidelines/Standard Procedures and Practices List

9720.1 Site Safety Plan

Available online on the Internet (WWW) at

<http://www.uscg.mil/hq/nsfcc/nsfweb/NSF/onlinedoc2.html>

Or on the electronic format of Charleston's ACP

Site Safety Plan

9720.2 Example Message Traffic

Available on the electronic format of Charleston's ACP.

- POLREP
- PIAT Assist

9720.3 Incident Command System Forms

Available online on the Internet (WWW) at

<http://response.restoration.noaa.gov/oilands/ICS/ICS.html>

<http://www.uscg.mil/hq/g-m/nmc/response/forms/Default.htm>

Or on the electronic format of Charleston's ACP

ICS Forms Database

ICS Forms PDF

9720.4 National Pollution Funds Center Technical Operating Procedures Manual

9720.5 Liaison Officer Manual

Available on the electronic format of Charleston's ACP.

9720.6 Joint Information Center Manual

Charleston Area Contingency Plan

Available on the electronic format of Charleston's ACP.

9730 Technical References List

9730.1 NCP Product List

<http://www.epa.gov/oilspill/prodover.htm>

9730.2 Catalog of Crude Oil & Oil Product Properties

9730.3 CHRIS Manual

<http://www.chrismanual.com/>

9730.4 Field Operations Guide (FOG)

Available online on the Internet (WWW) at

<http://www.uscg.mil/hq/g-m/nmc/response/fog.pdf>

Or on the electronic format of Charleston's ACP

Field Operation Guide

9730.5 Shoreline Assessment Manual

<http://response.restoration.noaa.gov/oilaid/reports.html>

9730.6 Shoreline Countermeasures Manual

<http://response.restoration.noaa.gov/oilaid/reports.html>

9730.7 Mechanical Protection Guidelines

<http://response.restoration.noaa.gov/oilaid/reports.html>

9730.8 SMART Manual

<http://response.restoration.noaa.gov/oilaid/reports.html>

9740 Geographic Response Plans

9800 Reserved

9900 Reserved for Area/District

Acronyms

Acronym	Definition
(d)	District Commander
(dcs)	District Chief of Staff
(dl)	District Legal Office
(dpa)	District Public Affairs
(f)	District Comptroller
(fac)	District Accounting Branch
(fcp)	District Procurement Branch
(m)	District Marine Safety Division
(mep)	District Marine Environmental Protection Branch
(o)	District Operations Division
AC	Area Committee
ACGIH	American Conference of Government Industrial Hygienists
ACP	Area Contingency Plan
AICW	Atlantic Intercoastal Waterway
AIHA	American Industrial Hygiene
AIRSTA	Coast Guard Air Station
ALOHA	Aerial Location of Hazardous Atmospheres
ANSI	American National Standards Institute
AOC	Area Operations Coordinator
AOR	Area of Responsibility
APR	Air-Purifying Respirator
ART	Alternative Response Technologies
ASTDR	Agency for Toxic Substances and Disease Registry
ASTM	American Society of Testing and Materials
BBL	Barrel (42 U.S. gallons)
BNTM	Broadcast Notice to Mariners
BOA	Basic Ordering Agreement
CAMEO	Computer Assisted Modeling of Emergency Operations
CCC	California Conservation Corps
CCC/BCDC	California Coastal Commission/San Francisco Bay Conservation and Development Commission Joint Oil Spill Program
CCGD7	Commander Seventh Coast Guard District
CCGF	Commander Coast Guard Forces
CDC	Center for Disease Control
CEO	Council on Environmental Quality
CERCLA	Comprehensive Environmental Response Compensation and Liability Act (1980)
CFR	Code of Federal Regulations
CG OWOCRS	Coast Guard Open Water Oil Containment and Recovery System
CGHQ	Coast Guard Headquarters
CGI	Combustible Gas Indicator
CHEMTREC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazard Response Information System
CMC	Center for Marine Conservation
CO	Commanding Officer

Charleston Area Contingency Plan

Acronym	Definition
COE	U. S. Army Corps of Engineers
COFR	Certificate of Financial Responsibility
COMDTINST	Commandant Instruction
COMMEN	Communications Center
COS	Chief of Staff
COTP	Captain of the Port, Charleston (same person as MSO and OSC)
CSP	California State Parks
CWA	Clean Water Act
DECON	Decontamination
DFG	California Department of Fish and Game
DOC	U. S. Department of Commerce
DOD	U. S. Department of Defense
DOE	U. S. Department of Energy
DOI	U. S. Department of The Interior
DOJ	U. S. Department of Justice
DOL	U. S. Department of Labor
DOS	U. S. Department of State
DOSC	District On-Scene Coordinator
DOT	U. S. Department of Transportation
DRAG	District Response Advisory Group
DRAT	District Response Advisory Team
DRG	District Response Group
DRI	Direct Reading Instrument
EEZ	Exclusive Economic Zone
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	U. S. Environmental Protection Agency
EPD	Charleston County Emergency Preparedness Division
ERDA	U. S. Energy Research and Development Administration
ERT	Emergency Response Team
ESI	Environmental Sensitivity Index
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FINCEN	Coast Guard Finance Center
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator (Same person as COTP and MSO)
FOSO	Friends of the Sea Otter
FRP	Facility Response Plan
FTS	Federal Telecommunications System
FWPCA	Federal Water Pollution Control Act
GAL	Gallon
GC	Gas Chromatograph (or Gas Chromatography)
GIS	Geographic Information System
G-L	Coast Guard's Office of Chief Council
G-M	Coast Guard's Office of Marine Safety, Security, and Environmental Protection
G-N	Coast Guard's Office of Navigation Safety and Waterway Services

Acronyms

Acronym	Definition
GSA	General Services Administration
GST	Gulf Strike Team
HASP	Health and Safety Plan
HAZWOPER	Hazardous Waste Operations and Emergency Response
HBRC	Humboldt Bay Response Corporation
HHS	Department of Health and Human Services
HPS	Hazardous Polluting Substance
IAP	Incident Action Plan
IBRRC	International Bird Rescue and Research Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
IO	Information Officer
IRT	Initial Response Team
JIB	Joint Information Bureau
JIC	Joint Information Center
JOC	Joint Operations Center
JTC	Joint Transportation Center
LAST	Atlantic Area Strike Team
LC50	Lethal Concentration, 50%
LD50	Lethal Dose, 50%
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LGR	Local Government Representative
LO	Liaison Officer
LSCC	Liquid Spillage Control Committee, Charleston Area
LT	Long Ton (2240 pounds)
MAC	Multi-Agency Coordination Unit
MACS	Multi-Agency Coordination System
MARAD	U. S. Maritime Administration
MBARI	Monterey Bay Aquarium Research Institute
MEXUSPAC	U. S./Mexico Pacific Coast Joint Response Team
MFTF	Marine Fire Fighting Task Force.
MLC	Maintenance and Logistics Command
MMC	Marine Mammal Center
MMS	Minerals Management Service
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSIS	Marine Safety Information System
MSM	Marine Safety Manual
MSO	Marine Safety Office, Charleston
MT	Metric Ton (2204.6 pounds)
NASA	National Aeronautics and Space Administration
NCP	National Contingency Plan
NFPA	National Fire Protection Association

Charleston Area Contingency Plan

Acronym	Definition
NIC	National Incident Commander
NICa	Alternate National Incident Commander
NIIMS	National Interagency Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NITF	National Incident Task Force
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NPFC	National Pollution Fund Center
NRC	National Response Center
NRDA	Natural Resource Damage Assessment
NRT	National Response Team
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center
NWS	National Weather Service
OCS	Outer Continental Shelf
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OPA	Oil Pollution Act
OPA 90	Oil Pollution Act of 1990
OPS	Office of Pipeline Safety
OSC	On Scene Coordinator
OSHA	Occupational Health and Safety Administration
OSLTF	Oil Spill Liability Trust Fund
OSPR	Office of Oil Spill Prevention
PEL	Permissible Explosive Limit
PIAT	Public Information Assistance Team
PIC	Person-in-Charge
POLREP	Pollution Report (telecommunications message)
ppb	Parts per Billion
ppm	Parts per Million
ppt	Parts per Trillion
PREP	Preparedness For Response Exercise Program
QI	Qualified Individual
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
RNO	Regional News Office
RP	Responsible Party
RRI	Response Resource Inventory
RRT	Regional Response Team
SA	Health and Safety Officer
SARA	Superfund Amendments and Reauthorization Act of 1986 (Emergency Planning and Community Right to Know Act)
SARTEL	Search and Rescue Command Coordination Telephone
SCCC	South Carolina Coastal Council
SCDHEC	South Carolina Department of Health and Environmental Control
SCDHEC/OCRM	South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management
SCDNR	South Carolina Department of Natural Resources

Acronyms

Acronym	Definition
SCSPA	South Carolina State Ports Authority
SCWMR	South Carolina Department Wildlife and Marine Resources
SCWRC	South Carolina Water Resources Commission
SERC	State Emergency Response Commission
SLC	State Lands Commission
SO	Safety Officer
SONS	Spill of National Significance
SOPs	Standard Operating Procedures
SOSC	State On-Scene Coordinator
SSC	Scientific Support Coordinator
ST	Short Ton (2000 pounds)
State IC	State Incident Commander
STEL	Short Term Exposure Limit
SUPSALV	Navy Supervisor of Salvage
TCC	Transportable Communications Center
TFR	Temporary Flight Restrictions
TLV	Threshold Limit Value
TWA	Time Weighted Average
UC	Unified Command
UEL	Upper Explosive Limit
UL	Underwriters Laboratories
UN	United Nations
USA	U. S. Army
USC	U. S. Code
USCG	United States Coast Guard
USFWS	U. S. Fish and Wildlife Service
USGS	U. S. Geological Survey
USMC	U. S. Marine Corps
USN	U. S. Navy
VRP	Vessel Response Plan
WMS	Waste Management Specialist

Glossary

Term/Acronym	Definition
Action Level	A quantitative limit of a chemical, biological, or radiological agent at which actions are taken to prevent or reduce exposure or contact.
Activation	The notification by telephone or other expeditious means to the appropriate state and local officials, to the regional or district office of participating agencies, or when required, the assembly of some or all members of the RRT or NRT.
Acute Exposure	A dose that is delivered to a receptor in a single event or in a short period of time. ADVERSE WEATHER - The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather related visibility , and currents within the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.
Agency Representative	Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting their agency's participation at the incident. Agency Representatives report to the Liaison Officer
Air Operations Branch Director	The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.
Air Surveillance	Use of air monitoring and air sampling during a response to identify and quantify airborne contaminants on and off-site, and monitor changes in air contaminants that occur over the lifetime of the incidents.
Allocated Resources	Resources dispatched to an incident
Alternative Response Technologies (ART)	Response methods or techniques other than mechanical containment or recovery. ART may include use of chemical dispersants, in-situ burning, bioremediation, or other alternatives. Application of ART must be authorized and directed by the OSC
Assigned Resources	Resources checked-in and assigned work tasks on the incident
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan
Assistant	Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps
Assisting Agency	An agency directly contributing tactical or service resources to another agency
Available Resources	Incident-based resources which are immediately available for assignment
Average Most Probable Discharge (Facilities)	A discharge of the lesser of 50 barrels or 1 percent of the volume of the worst case discharge.

Charleston Area Contingency Plan

Term/Acronym	Definition
Average Most Probable Discharge (Vessels)	Means a discharge of 50 barrels of oil from the vessel.
Base	That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident
Biological Additives	Micro-biological cultures, enzymes, or nutrient additives that are deliberately introduced into an oil discharge for the specific purpose of encouraging bio-degradation to mitigate the effects of a discharge
Branch	That organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.
Burning Agents	Those additives that through physical or chemical means, improve the combustibility of the materials to which they are applied
Cache	A pre-determined complement of tools, equipment and/or supplies stored in a designated location, and available for incident use
Camp	A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel
Cercla	The Comprehensive Environmental Response, Compensation and Liability Act of 1980 as amended by the Superfund Amendments and Reauthorization Act of 1986
Check-In	The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).
Chemical Agents	Those elements, compounds, or mixtures that coagulate, disperse, dissolve, emulsify, foam, neutralize, precipitate, reduce, solubize, oxidize, concentrate, congeal, entrap, fix, make the pollutant mass more rigid or viscous, or otherwise facilitate the mitigation of deleterious effects or the removal of the pollutant from the water
Chief	The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance
Chronic Exposure	Low doses repeatedly delivered to a receptor over a long period of time.
Claim	A request, made in writing for a sum certain, for compensation for damages or removal costs resulting from an incident
Clear Text	The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text
Coastal Waters	U. S. waters which are navigable by deep-draft vessels, including the contiguous zone and parts of the high seas to which this plan is applicable, and other waters subject to tidal influence. Used for classifying the size of discharges.

Glossary

Term/Acronym	Definition
Coastal Zone	Mean all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term coastal zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/Coast Guard agreements and identified in federal regional contingency plans.
Command	The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command
Command Post	See Incident Command Post
Command Staff	The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Communications Unit	A vehicle (trailer or mobile van) used to provide the major part of an incident Communication Center
Confinement	Control methods used to keep the material in its container. Examples: plugging and patching.
Contaminant/Contamination	An unwanted and non-beneficial substance.
Contiguous Zone	The zone established by the United States under Article 24 of the Convention of the Territorial Sea and Contiguous Zone. It is the zone contiguous to the territorial sea which extends nine miles seaward from the territorial sea.
Control	Chemical or physical methods used to prevent or reduce the hazards associated with a material. Example: Neutralizing an acid spill.
Cooperating Agency	An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc)
Cost Unit	Functional unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures
County Fire Board	A centralized coordination center whereby fire units are dispatched to respond to fire emergencies. These boards also coordinate summons for additional resources.
Decontamination	The process of physically removing contaminants from individuals and equipment or changing their chemical nature to innocuous substances.
Degradation	Decomposition of a material by stages.
Demobilization Unit	Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident resources

Charleston Area Contingency Plan

Term/Acronym	Definition
Deputy	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Direct Reading Instruments	A portable device that rapidly measures and displays the concentration of a contaminant in the environment.
Director	The ICS title for individuals responsible for supervision of a Branch.
Discharge	Any emission (other than natural seepage), intentional or unintentional, and includes, but is not limited to spilling, leaking, pumping, pouring, emitting, emptying, or dumping.
Dispatch	The implementation of a command decision to move resources from one place to another
Dispatch Center	A facility from which resources are directly assigned to an incident.
Dispersants	Chemical agents that emulsify, disperse, or solubize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.
Division	That organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Team and the Branch. (See also "Group")
Documentation Unit	Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to the incident.
Emergency Medical Technician (EMT)	A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.
Emergency Operations Center (EOC)	A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.
Emergency Removal	Action/s undertaken, in a time-critical situation, to prevent, minimize, or mitigate a release that poses an immediate and/or significant threat to human health, welfare, or to the environment.
Environment	The navigable waters, waters of the contiguous zone, and the ocean waters which the natural resources are under the exclusive management of the U. S. under the Magnuson Fishery Conservation and Management Act. Also includes surface water, ground water, drinking water supply, land surface and subsurface strata, or ambient air.
Environmental Assessment	The measurement or prediction of the concentration, transport, dispersion, and final fate of a released hazardous substance in the environment.
Environmental Emergencies	Incidents involving the release (or potential release) of hazardous materials into the environment which require immediate action.
Environmental Hazard	A condition capable of posing an unreasonable risk to air, water, or soil quality, and to plants or wildlife.

Glossary

Term/Acronym	Definition
EOC	Emergency Operations Center. A state or county run facility with extensive inter-agency communication and coordination capabilities. In Charleston County this facility is sponsored by Charleston County Emergency Preparedness Division (EPD). The EOC may be activated during significant emergencies such as a level 4 or 5 marine fire.
EPD	Emergency Preparedness Division. A state or county organization which develops local plans for dealing with emergencies/disasters of all kinds utilizing the best resources of local groups and agencies. Sponsors and participates in local emergency drills. Activates EOC during an actual emergency.
Exclusive Economic Zone	The zone contiguous to the territorial sea of the United States extending to a distance up to 200 nautical miles from the baseline from which the breadth of the territorial sea is measured.
Facilities Unit	
Field Operations Unit	
First Federal Official	The first federal representative of a participating agency of the National Response Team to arrive at the scene of a release. This official coordinates activities under the NCP and may initiate, in consultation with the OSC, any necessary actions until the arrival of the predesignated OSC. A state with primary jurisdiction over a site by a cooperative agreement will act instead as the first federal official for any incident at the site.
First Responder	The first personnel to arrive on the scene of a hazardous materials incident. These are usually officials from local emergency services, firefighters, and police. HAZARD - A circumstance or condition that can do harm. Hazards are categorized into four groups: biological, chemical, radiation, and physical.
Hazard Classes (1-9)	A series of nine descriptive terms that have been established by the UN Committee of Experts to categorize the hazardous nature of chemical, physical, and biological materials. These categories are: <ol style="list-style-type: none"> 1. Explosives, 2. Non-flammable and flammable gases, 3. Flammable liquids, 4. Flammable solids, 5. Oxidizing materials, 6. Poisons, irritants, and disease causing materials, 7. Radioactive materials, 8. Corrosive materials, and 9. Miscellaneous hazardous materials
Hazardous Material	A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. (DOT)

Charleston Area Contingency Plan

Term/Acronym	Definition
Hazardous Substance	Means: 1) Any material and its mixtures or solutions that are listed in Appendix A to the Hazardous Materials Table in 49 CFR 172.101, when offered for transportation in one package, or in one transport vehicle if not packaged, and when the quantity of the material therein equals or exceeds the reportable quantity. 2) Any substance designated pursuant to Section 311(b)(2)(A) of the CWA; any element, compound, mixture solution, or substance designated pursuant to Section 102 of CERCLA; any hazardous waste having the characteristics identified under or listed pursuant to Section 3001 of the Solid Waste Disposal Act (but not including any waste of the regulation of which under the Solid Waste Disposal Act has been suspended by Act of Congress); any toxic pollutant listed under Section 307(a) of the CWA; any hazardous air pollutant listed under Section 112 of the Clean Air Act; and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to Section 7 of the Toxic Substances Control Act. The term does not include petroleum, including crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance, and the term does not include natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (of mixtures of natural gas and such synthetic gas).
Hazardous Waste	Any material that is subject to the hazardous waste manifest requirements of the EPA specified in 40 CFR, Part 262 or would be subject to these requirements in the absence of an interim authorization to a State under 40 CFR Part 123, Subpart F.
Inland Water	For the purposes of classifying the size of discharges, means those waters of the United States in the inland zone, waters of the Great Lakes, and specified ports and harbors on inland rivers.
Inland Zone	The environment inland of the coastal zone excluding the Great Lakes and specified ports and harbors on inland rivers. The term inland zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/ USCG agreements and identified in federal regional contingency plans.
Key Technical Advisors (KTA)	A group with special expertise in fire fighting and the marine environment who provide advice to the Responsible Fire Department and may activate to the Forward EOC or Command Post if needed. They provide operational advice under the auspices of the Captain of the Port and provide administrative liaison between MFTF resources and the Responsible Fire Department.
Limited Quantity	With the exception of Poison B materials, the maximum amount of a hazardous material for which there is a specific labeling and packaging exception.
Major Discharge	A discharge of more than 10,000 gallons of oil to the inland waters; or a discharge to the coastal waters of more than 100,000 gallons of oil; or a discharge of a hazardous substance that poses a substantial threat to the public health or welfare, or results in critical public concern (40 CFR 117).

Glossary

Term/Acronym	Definition
Major Release	Means a release of a hazardous substance which poses a substantial threat to public health and welfare and the environment or is of a significant public concern. MARINE TRANSPORTATION-RELATED FACILITY (MTR facility) - An onshore facility, including piping and any structure used to transfer oil to or from a vessel, subject to regulation under 33 CFR Part 154 and any deepwater port subject to regulation under 33 CFR Part 150.
Maximum Extent Practicable (Facility)	The planning values derived from the planning criteria used to evaluate the response resources described in the response plan to provide the on-water recovery capability and the shoreline protection and clean up capability to conduct response activities for a worst case discharge from a facility in adverse weather.
Maximum Extent Practicable (Vessel)	The planning values derived from the planning criteria used to evaluate the response resources necessary to provide the on-water recovery capability and the shoreline protection and clean up capability to conduct response activities for a worst case discharge from a facility in adverse weather.
Maximum Most Probable Discharge (Facility)	A discharge of the lesser of 1,200 barrels or 10 percent of the volume of a worst case discharge.
Maximum Most Probable Discharge (Vessel)	Means a discharge of up to: - 2,500 barrels of oil for vessels with an oil cargo capacity equal to or greater than 25,000 barrels; or - 10% of the vessels oil cargo capacity for vessels with a capacity of less than 25,000 barrels.
Maximum Most Probable Release	Means a medium or major release of a hazardous substance on a vessel or facility which will require additional time and resources beyond those required to respond to a "most probable release". Use of outside resources to augment local response equipment and personnel is anticipated.
Medium Discharge	A discharge of 1,000 to 10,000 gallons of oil to the inland waters; or a discharge of oil of 10,000 to 100,000 gallons to the coastal waters; or a discharge of a hazardous substance equal to or greater than a reportable quantity as defined by regulation (40 CFR 117).
Medium Release	Means all releases of a hazardous substance other than a minor or major release.
Minor Discharge	A discharge to the inland waters of less than 1,000 gallons of oil; or a discharge to the coastal waters of less than 10,000 gallons of oil; or a discharge of a hazardous substance in a quantity less than that defined as reportable by regulation (40 CFR 117).
Minor Fire	1. Vessel: A fire that involves only one space (not the machinery space) is not spreading or threatening to spread or threatens the loss of the vessel. 2. Facility: Any fire that does not require more than a first alarm response to control and extinguish.
Minor Release	Means a release of a hazardous substance which poses minimal threat to public health and welfare or the environment.
Mitigation	Actions taken to prevent or reduce the severity of threats to human health and the environment.

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Mobile Facility	Means tanktrucks, railroad tankcars, or marinas that are capable of transferring hazardous substances in bulk.
Monitoring	The process of sampling and measuring certain environmental parameters on a real-time basis for spatial and time variations. For example, air monitoring may be conducted with direct reading instruments to indicate relative changes in air contaminant concentrations at various times.
Most Probable Release	Means a minor release of a hazardous substance on a vessel or facility which requires minimum local resources to affect a safe and effective response. Initial response resources are sufficient to mitigate a most probable release.
Non-Persistent Or Group I Oil	A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions: <ul style="list-style-type: none"> - At least 50% of which by volume, distill at a temperature of 340 degrees C (645 degrees F); and - At least 95% of which by volume, distill at a temperature of 370 degrees C (700 degrees F).
Non-Petroleum Oil	Oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.
Permeation	The migration or diffusion (spread, flow through) of a chemical through material.
Persistent Oil	A petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this Appendix, persistent oils are further classified based on specific gravity as follows: <p>Group II - Specific gravity less than .85.</p> <p>Group III - Specific gravity between .85 and .95.</p> <p>Group IV - Specific gravity between .95 and 1.0.</p> <p>Group V - Specific gravity greater than 1.0.</p>
Pollutant	A substance or mixture which after release into the environment and upon exposure to any organism will or may reasonably be anticipated to cause adverse effects in such organisms or their offspring.
Protection Levels	<ul style="list-style-type: none"> • LEVEL "A" - Provides the highest level of respiratory, skin, and eye protection. • LEVEL "B" - Provides the highest level of respiratory protection, but a lesser degree of skin protection. • LEVEL "C" - Provides protection against selected known types and concentrations of airborne substances with use of the proper air purifying respirators and filter canisters. Skin protection is comparable to Level "B". • LEVEL "D" - Provides minimal protection and augments the regular work uniform. It is not adequate in areas with respiratory or skin hazards.

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Term/Acronym	Definition
Qualified Individual	<p>An English-speaking representative of the facility or vessel, identified in the plan, located in the United States, available on a 24-hour basis, familiar with implementation of the facility response plan, and trained in his or her responsibilities under the plan. This person must have full written authority to implement the facility's response plan. This includes:</p> <ul style="list-style-type: none"> • Activating and engaging in contracting with identified oil spill removal organization(s); • Acting as a liaison with the predesignated Federal On-Scene Coordinator (FOSC); and • Obliging, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities.
Release	Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of hazardous substance (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant) into the environment.
Reportable Quantity (RQ)	As set forth in the CWA, the minimum amount (pounds or kilograms) of a hazardous substance that may be discharged in a 24 hour period that requires notification of the appropriate government agency.
Response Resources	Means the personnel, equipment, supplies, and other capabilities necessary to perform the response activities identified in a response plan.
Responsible Fire Department	The fire department within whose jurisdiction the fire lies.
Routes Of Exposure	The manner in which a contaminant enters the body through inhalation, ingestion, skin absorption, and injection.
Small Facility	Any water front facility with a capacity of less than 250 barrels (10,500 gals) of petroleum products or reportable quantities of hazardous material.
Stability Forces	<ol style="list-style-type: none"> 1. Negative Forces: The movement or addition of weight or liquids, that cause a vessel to list and not return to even, level condition. 2. Positive Forces: The movement or removal of weight or liquids to correct a vessel list or the addition of ballast or counter weights to offset negative forces.
Substantial Threat Of A Discharge (Facility)	Any incident or condition involving a facility that may create a risk of discharge of fuel or cargo oil. Such incidents include, but are not limited to, storage tank or piping failures, above ground or underground leaks, fires, explosions, flooding, spills contained within the facility, or other similar occurrences.
Substantial Threat Of A Discharge (Vessel)	Any incident involving a vessel that may create a significant risk of discharge of fuel or cargo oil. Such incidents include, but are not limited to groundings, strandings, collisions, hull damage, fire, explosion, flooding, on-deck spills, loss of propulsion, or other similar occurrences.

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Substantial Threat Of A Release (Facility)	Means any incident or condition involving a facility that may create a risk of a hazardous substance release. Such incidents include, but are not limited to storage tank or piping failures, above ground or underground leaks, fires, explosions, flooding, spills contained within the facility, or other similar occurrences.
Substantial Threat Of A Release (Vessel)	Means any incident involving a vessel that may create a significant risk of a hazardous substance release. Such incidents include, but are not limited to groundings, strandings, collisions, hull damage, fire, explosion, flooding, on-deck spills, loss of propulsion, or other similar occurrences.
Toxicity	The ability of a substance to produce injury once it reaches a susceptible site in or on the body.
Vessel Stability	The inherent ability of a vessel to remain upright in an even and level condition and the negative forces that alter this ability or the positive forces required for a vessel to return to a even and level condition.
Vessels Carrying Oil As A Primary Cargo	All vessels carrying bulk oil cargo that have a valid Certificate of Inspection issued under 46 CFR Subchapter D (except for dedicated response vessels), a valid Certificate of Compliance, or a valid Tank Vessel Examination.
Vessels Carrying Oil As A Secondary Cargo	Vessels carrying oil pursuant to a permit issued under 46 CFR Subchapter D (30.01-5), 46 CFR Subchapter H (70.05-30), or 46 CFR Subchapter I (90.05-35), an International Oil Pollution Prevention (IOPP) or Noxious Liquid Substance (NLS) certificate required by 33 CFR 151.33 or 151.35, a dedicated response vessel operating outside a response area, or any uninspected vessel that carries bulk oil cargo.
Waterfront Facility	All piers, wharves, docks and similar structures to which vessels may be secured. This includes buildings on or contiguous to such structures and the equipment and materials on such structures.
Worst Case Discharge (Facilities)	<p>1. For facilities with above ground storage, not less than: Loss of the entire capacity of all tank(s) at the facility not having secondary containment; plus Loss of the entire capacity of any single tank within a second containment system or the combined capacity of the largest group of tanks within the same secondary containment system, whichever is greater.</p> <p>2. For facilities with below ground storage supplying oil to or receiving oil from the marine transportation related (MTR) portion: The cumulative volume of all piping carrying oil between the marine transfer manifold and the non-transportation-related portion of the facility. The discharge of each pipe is calculated as the maximum time to discover the release from the pipe in hours, plus the maximum time to shut down flow from the pipe in hours (based on historic discharge data or the best estimate in the absence of historic discharge data for the facility) multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum daily capacity of the pipe) plus the total line drainage volume expressed in barrels for the pipes between the marine manifold and the non-transportation related portion of the facility.</p>

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Term/Acronym	Definition
Worst Case Discharge (Vessel)	A discharge in adverse weather conditions of a vessel's entire oil cargo. WORST CASE RELEASE - Means a medium or major release of a hazardous substance on a vessel or facility which requires a long-term response. A worst case release has the potential to exhaust local response/cleanup resources. Outside equipment and personnel may be required to augment local response efforts.

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